



## **ROLE: Knowledge Management Specialist– Product Strategy Unit**

**Center of Excellence in Human-Centered Computing (CHCC) at IIIT-Delhi** is inviting applications for the position of **Knowledge Management Specialist – Product Strategy Unit**. The Product Strategy Unit for Inclusive Public Technology is an initiative aimed at bringing together industry and academic experts to drive the creation of inclusive, scalable, and sustainable digital public infrastructure and goods. This role will directly support the development of high-quality communication materials, knowledge products, and digital content that amplify the work of CHCC and PSU.

### **Key Responsibilities:**

- Draft and edit **policy briefs, research reports, case studies, and knowledge products** for diverse stakeholders.
- Translate technical and research outputs (AI/ML, DPI/DPG, governance studies) into **accessible, actionable content**.
- Document programme learnings through **stories of change, lessons learned, and field-based narratives**.
- Support creation of **blogs, thought pieces, and explainer content** to highlight PSU's work.
- Collaborate with researchers, government partners, and civil society stakeholders to capture and present insights.
- Assist in developing **training/capacity-building materials** and event-related reports.]
- Maintain consistency with CHCC's branding and inclusive communication standards.

### **Required Qualifications:**

- Master's degree in Development, Public Policy, Journalism, Mass Communication, or related field.
- **5+ years of experience** in writing, editing, documentation, or research communication.
- Proven experience in producing **high-quality research-based content** (policy briefs, reports, blogs, case studies).
- Experience working in the development, governance, or technology-for-public-good space preferred.

**Key Skills:**

- Excellent writing and editorial skills in **English**; Should be able to understand and converse in Hindi.
- Skilled in **stakeholder engagement and translating field insights into content**.
- Proficiency with Microsoft Office; Google tools, familiarity with design/multimedia tools (Canva/Adobe) is an advantage.
- Ability to synthesise qualitative and quantitative research into engaging narratives is desirable.
- Desirable: experience with **knowledge management, qualitative research translation, and public policy communication**.

**Salary and Duration:**

- **Compensation:** INR 15 Lakhs – 25 Lakhs per annum, based on qualifications and experience.
- **Position Type:** Contractual, Full Time and project-based consultancy.
- **Duration:** Project duration is till 31st July 2026 and extendable based on project requirements and performance.

**Location:** The preferred location for this role is Delhi-NCR.

**Reporting To:** PSU Lead, CHCC

**How to Apply**

Please send your CV to [chcc@iiitd.ac.in](mailto:chcc@iiitd.ac.in). Along with the CV, kindly include:

- A cover letter explaining your suitability for the role and availability.
- 2–3 writing samples (policy briefs, reports, blogs, or similar work).

**Subject line:** Application – Knowledge Management Specialist – CHCC

**Deadline:** 22/09/2025 (rolling basis; early applications preferred).