



Centre
for Integrated
Urban Development
(CIUD)

Vacancy Announcement

Job Description- Knowledge and Documentation Officer

Centre for Integrated Urban Development (CIUD), is a non-governmental organization (NGO) dedicated to people-centered urban development, where it utilizes the synergy of competent pool of human resources comprising urban planner, social scientists, engineers, Information Technology, governance experts and community workers. It gives primary focus to urban poor and strives for community-based sustainable solutions to foster livable cities.

CIUD is seeking a motivated and creative individual to join us as a Knowledge and Documentation Officer, to support the design and development of innovative initiatives and strengthen CIUD's program portfolio. This role offers an opportunity to work within sectors of urban development, environment, social inclusion and innovation, contributing to the design of meaningful project and partnerships that addresses urban challenges in Nepal.

Key Responsibility

- Support the preparation of concept notes, project documents, and strategic initiatives for diverse development partners.
- Assist in designing project frameworks, logical frameworks, and activity plans in coordination with the diverse team.
- Contribute to research including data analysis, policy reviews and stakeholder mapping and engagement.
- Explore innovative, cross-sector approaches that link urban systems, environmental resilience, social well-being and technology driven solutions.
- Support the development of project level M&E plans and activity monitoring tools.
- Assist in documenting CIUD's learning and experiences for communication and knowledge sharing.
- Assist in field monitoring, documentation and report writing with data management and visual summaries.

Qualification and Competencies

- Bachelor's degree in urban planning, environmental management, development studies, social sciences, or a related field; a master's degree (completed or ongoing) will be an advantage.
- Prefer two-year experience in the related field.
- Strong writing, analytical, and communication skills, with attention to clarity and structure.
- Interest in innovation, sustainability, and interdisciplinary collaboration.

- Basic understanding of MEAL concepts and familiarity with quantitative/ qualitative data management.
- Familiarity with development cooperation, donor frameworks, or project formulation will be an asset.
- Proactive learner with the ability to work in a collaborative, multi-disciplinary environment.

Duty Station

CIUD office at Gusingal, Sanepa; with occasional field visits.

This position offers an excellent opportunity for early-career professionals in project design, planning and management, innovation and cross sector development practices.

Financial benefit will be offered in line with organizational policy and qualifications.

Interested candidates are invited to send a CV, cover letter to ciud.mail1@gmail.com by 27th July 2026.