
Position: Knowledge Management and Translation Analyst (Humanitarian Innovation)
Location: Hybrid: MaRS Discovery Tower (Toronto) + Work from Home
Department: Grand Challenges Canada – The Humanitarian Grand Challenge
Reports to: KMT Manager, Humanitarian Innovation
Status: Permanent full-time
Compensation: \$58,500 + benefits

[Grand Challenges Canada](#) (GCC) is seeking a Knowledge Management & Translation (KMT) Analyst to play a critical role in supporting knowledge creation, translation, dissemination and integration for the Creating Hope in Conflict: Humanitarian Grand Challenge program.

Grand Challenges Canada is dedicated to supporting Bold Ideas with Big Impact®. Funded by the Government of Canada and other partners, Grand Challenges Canada funds innovators in low- and middle-income countries and Canada. The bold ideas we support integrating science and technology, social and business innovation – we call this Integrated Innovation®. We have a determined focus on results, and on saving and improving lives. Grand Challenges Canada works closely with a global network of partners to bring successful innovation to scale, catalyzing sustainability and impact.

“Creating Hope in Conflict: A Humanitarian Grand Challenge” (HGC) is a partnership of the U.S. Agency for International Development (USAID), the UK’s Foreign and Commonwealth Development Office (FCDO), the Government of the Netherlands’ Ministry of Foreign Affairs (NMFA), Global Affairs Canada (GAC) and Grand Challenges Canada. Together, we seek life-saving or life-improving innovations to help the most vulnerable and hardest-to-reach people impacted by humanitarian crises caused by conflict.

Knowledge Management & Translation Analyst

Reporting to the KMT Manager, Humanitarian Innovation, in collaboration with the Director, Humanitarian Innovation, and working closely with the GCC’s KMT team, the **Knowledge Management & Translation Analyst** will ensure relevant knowledge from the Humanitarian Grand Challenge portfolio is efficiently created, managed, shared, and integrated with internal and external audiences to improve humanitarian and programmatic outcomes.

RESPONSIBILITIES

Manage knowledge and support development of knowledge products

- Support the Programs Team in reviewing innovator results and identifying where additional validation is needed (i.e., where further validation by the Senior Manager or experts in the sector is needed, or where site visits are required to further validate results)
- Provide guidance to innovators on monitoring and evaluation, and on reporting requirements
- Support the development of materials/webinars to support innovators on M&E and reporting
- Data management including data entry and cleaning, and ensuring the overall integrity of the data
- Regularly assess the grant management system to ensure it is being used optimally within the Humanitarian Grand Challenge team, and to identify areas for improvement
- Lead data analysis and synthesis of results in preparation for:
 - internal documents including:
 - GCC’s annual portfolio review
 - donor reports
 - reports for the Board of Directors,
 - public communications, and
 - other reports as necessary
 - external documents including:
 - knowledge products on topics such as: lessons learned, gender integration, successful exits, policy influence
 - case studies
 - summary briefs and presentations
 - outcome statements
 - reports
 - white papers

- Occasionally contribute content to blog entries, social media posts, website articles, and other storytelling materials in partnership with the Communications Officer
- Occasionally, conduct site visits to validate results and gather information for knowledge creation purposes
- Support the development of webinars and other materials and disseminate information to innovators and others in the HGC network
- Develop and execute the HGC learning agenda, which includes working with external humanitarian research consultants to design and conduct data collection and synthesis activities

Knowledge integration and systems improvement

- Support planning and integration of new approaches to Knowledge Management & Translation;
- Identify opportunities to improve and streamline Knowledge Management & Translation processes and systems; and
- Adapt tools, frameworks, processes to incorporate new sectors, challenges, and priorities, and to ensure optimal use.

Qualifications

- Relevant education and/or a minimum of three (3) years relevant work experience, preferably in monitoring and evaluation and/or research
- In-depth knowledge and relevant experience in evidence appraisal, statistical analysis and research methodologies suitable for humanitarian settings.
- Demonstrated interest in and knowledge of humanitarian assistance, education and early learning in crisis settings and/or disaster reduction in conflict or fragile settings. Knowledge and/or experience working in countries experiencing humanitarian crises is an asset.
- Proficiency with word-processing, database, spreadsheets and other data management software
- Excellent verbal and written communications skills
- Willingness to travel (less than 5% of workload)

People with lived experiences in relevant thematic areas are encouraged to apply.

Don't meet every requirement? Studies have shown that women, people of color, people from LGBTQ2S+ and disabilities communities are less likely to apply to jobs when they do not meet every qualification. At Grand Challenges Canada, we are dedicated to building a diverse, inclusive, authentic, and accountable workplace, so if you are excited about this role but your experience does not align perfectly with every qualification in the job description, we encourage you to apply, as you may be the ideal candidate we are looking for.

Location and Work Requirements:

- We are currently working in a hybrid model. However, as a condition of employment, all GCC staff are required to be available to travel to, and work from the Toronto main office, as business and operational needs require. Any expenses related to travel and or relocating to Toronto are the sole responsibility of the employee and will not be reimbursed by GCC.
- Applicants must be eligible to work in Canada
- Some international travel will be required.

Term

- Start Date: October 2023
- Status: Permanent Full-time

Benefits

- Health and Dental provided by Sunlife Canada effective on start date
- Enrollment in the Healthcare of Ontario (HOOPP) Defined-Benefit Pension Plan
- Four (4) weeks of paid vacation
- Four (4) day work week (with Friday as a flex/off day), excluding weeks with Statutory holiday (program reviewed annually)
- Access to Employee Assistance Program (EAP), UHN discounts for personal services such as gym, spa and hotel stays

Application process

- Please share your resume and cover letter here ([link to form](#))