

JOB ANNOUNCEMENT

KIX EMAP Knowledge Lead for Europe and Central Asia

Contract
Non-Staff-Individual Consultancy
Activity rate
Part-time, approximately 12-15 hours/week
Location
Remote/home-based position
Application deadline
At 23:59 CEST, 7 September 2025

Application procedures
To apply, please send an email to kixemapapplications@gmail.com with: <ol style="list-style-type: none"> 1) An updated curriculum vitae, 2) Two references from recent work experiences, and 3) A cover letter.
Please submit your documents in English.
Note: Only candidates selected for an interview will be contacted.

About NORRAG and KIX EMAP Hub

The [Global Partnership for Education Knowledge and Innovation Exchange](#) (KIX) is a joint endeavour with the [International Development Research Centre](#) to connect expertise, innovation and knowledge to support GPE partner countries in building stronger education systems and accelerating progress toward SDG 4. KIX operates through four regional hubs.

[NORRAG \(the Network for International Policies and Cooperation in Education and Training\)](#) was selected as Regional Learning Partner to host the KIX Europe, Middle East, North Africa and Pacific (EMAP) Hub of the KIX Initiative. NORRAG is the Global Education Centre of the Geneva Graduate Institute and is supported by the Swiss Agency for Development and Cooperation (SDC). The KIX EMAP Hub corresponds to the core mission of NORRAG to mobilise, produce, and disseminate knowledge with a focus on providing a greater voice and enhanced visibility to expertise from the Global South.

The [KIX EMAP Hub](#) facilitates cross-country knowledge and innovation exchange and mobilisation, learning, synthesis and collaboration among national education stakeholders in [38 GPE partner countries](#) in the EMAP region. The Hub objectives are:

- to increase the production of contextually relevant and gender-equality-and-inclusion-oriented policy research;
- to mobilise national experts and contextually relevant research evidence that responds to countries' thematic priorities;

- to strengthen capacity to produce and use data and research evidence to address education systems' priorities; and
- to provide country support, generating direct and rapid responses to needs for evidence, policy support and capacity strengthening.

The role

The KIX EMAP Hub is organised into four sub-regions: (i) Europe and Central Asia (ECA); South Asia, Middle East and North Africa (SAMENA); Southeast Asia (SEA); and Pacific (PAC).

The KIX EMAP Hub has designated a Knowledge Lead for each sub-region. The Knowledge Lead is the liaison between the headquarters of the KIX EMAP Hub (based in Geneva) and the KIX EMAP teams based at the country level. The Knowledge Lead supports the KIX EMAP national team in attaining the following results for the Hub:

- National experts from GPE partner countries actively participate in the KIX EMAP Hub, contributing to its governance and agenda, and share relevant knowledge from their context with the Hub.
- National experts have the opportunity to produce and use contextually relevant and gender equality and inclusion-oriented policy research that responds to thematic priorities set by the government and the GPE Partnership Compact.

The Knowledge Lead for Europe and Central Asia will work closely with eight countries in the Europe and Central Asia Sub-Region (Albania, Georgia, Kyrgyz Republic, Moldova, Mongolia, Tajikistan, Ukraine and Uzbekistan).

The Knowledge Lead will be responsible for managing KIX EMAP national teams and establishing working relationships with Ministries of Education, Development Partners, Academia and Civil Society education stakeholders. The Knowledge Lead will support the development of relevant knowledge exchange activities that can bring a meaningful contribution to the improvement of national education systems.

Key responsibilities

- Under the supervision of the KIX EMAP Director, proposes and implements sub-regional activities that respond to the demands from selected Hub countries and comply with the annual project milestones.
- Collaborates with the EMAP Hub team to support the implementation of regional-level activities.
- Facilitates the process of mobilising the members of KIX EMAP national teams and provides country-specific support for the mobilisation of relevant participants to the Hub's activities.
- Takes the lead in managing national teams, institutions and networks in the Sub-Regions, keeping a regular communication flow.
- Establishes contact and exchanges information with the Ministries of Education, Local Education Group Members, Development Partners, Academia and Civil Society stakeholders, as well as other relevant education stakeholder groups, ensuring the connection of KIX EMAP work with national-level education policy processes for the uptake of relevant research evidence.
- Develops partnerships with institutions that can support project activities.
- Promotes links between national institutions and KIX research project teams, contributing to the dissemination and use of KIX research.
- Keeps up to date with the current developments in education systems reform in the countries where the Hub works.
- Identifies opportunities that can contribute to meeting the project results in terms of relevance, quality, and policy impact and in terms of the Hub's visibility and reputation.
- Participates in the implementation of project outreach and communication efforts.
- Contributes to the KIX EMAP MEL process and reporting requirements.

- Mentors and works collaboratively with the Project Officer who supports the selected group of countries.
- Reports to the Hub Director and regularly meets with the EMAP team members.
- Supports the KIX EMAP team in other tasks, as agreed.

Desired Qualifications

- An advanced university degree, master's or above, relevant to international and comparative education, policy studies, or international development.
- 5+ years working in international education/education policy and planning, including working in developing countries.
- Demonstrated experience working in a multi-stakeholder/donor landscape in international development.
- Familiarity with and experience in education policy-making, implementation and research in Europe and Central Asia is an asset.
- Situated in a time zone that allows for frequent online meetings with stakeholders in Europe and Central Asia, preferably based in one of the European or Central Asian countries.
- Strong analytical and problem-solving skills.
- Demonstrated professional and interpersonal communications skills suited for working with national-level policymakers and education stakeholders.
- Ability to work collaboratively in a multidisciplinary team, willing to have a flexible schedule and manage multiple priorities simultaneously.
- Possesses a superior work ethic and willingness to work proactively in a demanding environment.
- Excellent mastery of English and Russian with strong writing skills.
- Strong MS Office skills.

Additional information

- This position requires occasional international travel.
- We are an equal-opportunity employer and value diversity in our project. We do not discriminate on the basis of age, marital status, disability status, race, national origin, colour, gender, sexual orientation or religion.

Please send any questions about the position to kixemapapplications@gmail.com before 7 September 2025.