

# HELVETAS Swiss Intercooperation Nepal

## Job Description

<b>Project:</b>	<b>Employment Fund- Skills for Reconstruction (EF-SR)</b>
<b>Job Title:</b>	<b>Communication and Knowledge Management Officer</b>
<b>Location:</b>	Employment Fund Secretariat (EFS), Kathmandu Office with frequent traveling to the field
<b>Reporting to:</b>	Team Leader
<b>Job purpose:</b>	To ensure an adequate documentation and Knowledge Management system along with plan and implementation of effective Communication and outreach activities in the project.

### Duties and responsibilities

#### 1. Adhere, implement and maintain policies of HELVETAS Nepal and EF-SR

- Ensure compliance of the HELVETAS Nepal's & EFS policies, guidelines, and Manuals (Personnel, Financial and Administrative and other applicable policies, guidelines and Manuals).
- Openly share experiences, ideas and criticism of EF with other team members of the EF-SR so as to create a team spirit based on solidarity and constructive criticism.

#### 2. Effective communication, outreach and knowledge management system

- Take a lead role on the assessment and design/redesign of the current communication initiatives/tools and methods existed in the project; design and develop various Informative, Educative and Communicative (IEC) materials.
- Design and develop radio Public Service Announcements (PSAs), radio magazine and facilitate for the broadcasting.
- Take a lead on event management (such as: press conferences/meets, organizing of Skills/Career counseling/employment fairs) in a close coordination with government/private sector training and employment service providers/chambers of commerce and industries-CCIs and explore the possible collaboration with relevant organizations.
- Ensure continuous collaboration with media organization for increasing media coverage, preparation, and wider dissemination of press release.
- Take a lead role in youth/employment campaign designed for EF-SR (such as coordination for International Youth Day celebration, National Education Day Celebration).
- Mobilize resource organizations for capacitating T&Es on strengthening communication outreach expansion.
- Take a lead in effective knowledge management and publication of EF-SR Knowledge, learnings and relevant material by developing audio-visual (process/ impact video or short films) and printed documents such as documentary, booklet, report, case studies etc.
- Facilitate project team to document the knowledge, reflection, achievement and outcome of EF-SR project.
- Support and facilitate partner organizations in documenting EF-SR knowledge, learning and information.

- Develop a system to document the project processes, learning and issues on a regular basis and share with team members (and SDC wherever appropriate).
- Ensure toll free calls are handled and responded smoothly.
- Ensure EF communication strategy is regularly reviewed, up dated, and followed.

### **3. Technical Assistance to partner organizations (government institutions and others)**

- Provide technical assistance for the Enhance Vocational Education and Training Project, Ministry of Education (EVENT/MoE) and ensure the effective implementation of jointly planned knowledge management, communication and outreach activities between EFS/HELVETAS and EVENT/MoE.
- Provide technical assistance to Foreign Employment Promotion Board, Ministry of Labour and Employment (FEPB/MoLE) through SaMi project for its skilling migrant component and ensure the effective implementation of jointly planned knowledge management, communication and outreach activities among EFS/HELVETAS Nepal, SaMi/HELVETAS Nepal and FEPB/MoLE.

### **4. Documentation and Reporting**

- Contribute to the efficient and effective implementation of EFS Yearly Plan of Operation (YPO).
- Assist Supervisor on reporting requirements of EF-SR as and when required. Facilitate for compilation of information required for TL meeting, quarterly reports, half annual reports, annual reports, and annual work plans on time.
- Coordinate with EFS colleagues to collect and compile data for public dissemination as required.

## **Qualification, Experiences and Competencies**

### **a. Minimum Qualification and Experience**

- Master's Degree in Journalism & Mass Communication or Development Communication or Media Studies or Development Studies or Social Sciences.
- At least 3 years of relevant experiences. First hand experiences in designing and implementing communications and outreach strategies for development organizations will be additional advantages.

### **b. Required Competencies**

- Experiences in knowledge management, communication and outreach activities.
- Excellent understanding of modern communication and development initiatives.
- Result oriented personality with maintaining deadlines.
- Excellent interpersonal, inter-cultural competencies and team player.
- Reliable, careful, honest and sincere work attitude.
- Good verbal and written communication in Nepali and English.
- Ability to work under time pressure
- IT: Proficiency in using office application software; especially Photoshop, Freehand, Dreamweaver, Flash player, Web designing tools and efficiency in using other communication applications.
- Experiences in working with civil society organizations and private sector organizations
- Sensitive to poverty, cultural diversity, gender & social inclusion
- Experiences in working in post disaster relief/recovery situation will be an additional advantage

**Revision:** This JD is subject to revision as and when need arises.

**Duration:** Till December 2016 with possibility of extension