



<b>Functional Title:</b>	<b>Communications Officer</b>
<b>Responsibility level/Grade:</b>	<b>Officer</b>
<b>Incumbent's Name:</b>	
<b>Grade/Step:</b>	<b>Grade E</b>
<b>Line Manager:</b>	<b>Advocacy and Communications Manager</b>

**JOB SUMMARY**

Under the direct supervision of the Advocacy and Communications Manager, the Advocacy and Communications Officer (ACO) will be responsible for supporting the advocacy and communication initiatives of CARE Nepal while strengthening CARE Nepal's internal and external communications and manage the publication of important promotional materials related to CARE Nepal.

The incumbent will collaborate with others to support the development and implementation of advocacy and communication work to achieve CARE's organizational objectives. This includes working closely with CARE Nepal programme staff, partners, other CARE International members, the Asia Regional Management Unit (ARMU), the secretariat of CARE International, CARE Member Partners and CARE's representatives to the EU and UN.

The employee shall fully comply with safety and security procedure of CARE and should be accountable for it.

**RESPONSIBILITIES AND TASKS:**

**R1. Effective internal and external communications**

- *Writing:* Collect, write-up and disseminate stories about CARE Nepal's work. Write talking points, media releases, speeches, and statements for use by CARE Nepal. Prepare basic information and documents about CARE Nepal's work for use with external stakeholders and visitors.
- *Website:* Develop content for CARE Nepal's website
- *Press:* Prepare and coordinate press releases, organise press conferences as per the organisational need
- *Networking:* Provide support to CARE Nepal representatives so that CARE develops and maintains appropriate relationships and coordination with external actors
- *Compliance:* Ensure that CARE Nepal's positions and recommendations are fully in line with CARE International standards, that we comply with CARE International's branding and visual identity requirements
- *Contracting:* Commission and oversee the work of photographers, journalists or film crews, as required, to cover project activities, special events and human interest stories
- *Accompaniment:* As and when required, accompany visitors, journalists and film crews to project areas, and provide briefings, on-the-spot assistance, and translations
- *Monitoring:* Track, compile and share with CARE Nepal's Senior Management Team important media coverage of CARE Nepal's work. Also, monitor the impact of CARE Nepal's media work to identify any resulting programme-related outcomes.



**R.2 Provide communications support to CARE Nepal's projects and programmes**

- Provide support to CARE Nepal's communications work to promote objectives of CARE Nepal's programmes
- Support CARE Nepal and its partners to develop, deliver and monitor communication initiatives, particularly by building the capacity of CARE Nepal and partner staff to undertake public relations, media relations and communications effectively
- Assist others in developing and executing media and public relations strategies to support advocacy efforts.
- Contribute to the design of new projects, programs and initiatives at CARE Nepal, especially in the areas of public relations, media and communications
- Work with CARE Nepal's Gender Advisor to raise awareness and promote supportive gender policies
- Provide additional support on any other priorities as determined and agreed with CARE Nepal.
- Support CARE Nepal staff with the review and editing of human interest stories, including the annual Human Interest Story contest.

**R.3 Manage the core publications of CARE Nepal**

- Support in the quality and timely publishing of CARE Nepal's annual report
- Support CARE projects and programmes in the production and dissemination of newsletters and promotional material
- Publish posters, pamphlets, brochures and other promotional materials (both organisational and related to projects or programmes)
- Oversee the layout and design of core documents published for external audiences
- Manage the photographic requirements of CARE's publications
- Ensure that all CARE supported publications follow CARE's visual identity guidelines
- Oversee a well managed archive of CARE Nepal's publications, video films, documents and photo archives.

**R.4 Provide advocacy support to projects and programmes in the central office**

- Provide support to advocacy and communications work to advance and promote the objectives of CARE Nepal's programmes. This includes support in defining the advocacy strategy, analyzing policies, identifying opportunities and tactics for influence, and engaging and building relationships with key allies, coalitions, advocacy targets and other key stakeholders to advance advocacy goals
- Support the CARE Nepal communications team to develop, deliver and monitor communications and advocacy initiatives.
- Provide additional support on any other advocacy priorities as determined and agreed with CARE Nepal.

**R5. Upholding CARE's Core values and ensuring its principles**

- Comply and exercise organizational values and culture



- Help to promote rights and good governance
- Responsible for Gender and GESI responsive behavior in all actions and decisions
- Responsible for implementing and achieving GESI goals of the organization

**Authority:**

Spending Authority: None

Supervision: None

***Working conditions:***

Based in Kathmandu with some time travel to projects and partner offices

***Person specification requirements:***

**Qualifications:**

Bachelor's degree in media, communications, advocacy, sociology, politics or other relevant field.

**Experience:**

Minimum 3 years experience in relevant field of work, e.g. communication, journalism, information management, public relations and media

**Skills and knowledge:**

- Good interpersonal, communication, negotiation and facilitation skills
- Good skills in conducting advocacy and policy analysis
- Excellent verbal and written language skills in both English and Nepali
- Good editing skills
- Good computer skills, including knowledge of relevant software e.g. Microsoft office, photo editing software

**Competencies:**

- Communicating and sharing ideas and information - Able to present information and express opinions confidently to internal and external audiences
- Interpersonal sensitivity – Able to communicate with sensitivity and foster communication, actively listening to others
- Influencing – Able to generate commitment and build consensus among others and gain their support
- Customer Focus – Able to provide service excellence to internal and external customers, stakeholders and partners Initiative – Deals with situations and issues proactively and persistently Innovation – Demonstrates openness to new ideas, seeks out new opportunities
- Creativity – Able to think creatively and to translate creative thinking into tangible outputs
- Writing – Able to communicate ideas and information in writing to ensure that information and messages are understood and have the desired impact
- Team work – Able to work effectively with other people within a work group



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- Planning and organizing – Able to define work goals and objectives; develop and execute work plans; and contribute to the achievement of work group objectives
  - Embracing and Valuing Diversity – Able to contribute effectively to a culture that positively values the diversity of people, values and ideas within CARE Nepal