



Functional Title	:	Documentation and Communication Officer
Responsibility Level/Grade	:	Officer / Grade E
Department/Project/PN	:	Hariyo Ban Program
Work station	:	Pokhara
Incumbent's Name	:	
Supervisor/Principal Evaluator	:	Team Leader
Co-Evaluator/Title	:	Advocacy and Communications Manager

Job Summary

The Documentation and Communication Officer will document the good practices, success stories, learnings, Human Interest Stories, photographs, video documentaries and other information and disseminate among relevant stakeholders at different level. S/he will orient field team on a regular basis to document best practices, case stories, photographs and other changes observed through our efforts and interventions. S/he will also assist in compilation of Project / Program Information & Impact Reporting System (PIIRS), analysis and report preparation. S/he will assist in enriching the program quality based on project data and information analysis. The incumbent will closely work with the Team Leader, Monitoring and Evaluation Officer, communication team of HBP II, consortium partners, specialists and field staff to ensure proper documentation and communication system is in place at various levels. The incumbent will also coordinate and closely work with CARE Nepal's communication team, Knowledge Management & M&E Manager and IT unit for reporting.

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

KEY RESPONSIBILITIES AND TASKS

R1. Planning and capacity building:

- Prepare documentation and communication plan consulting with protect team, HBP and CARE Nepal's communication team
- Provide technical backstopping to local partners, interns and staff for documentation and communication needs for information gathering and case stories write up
- Prepare capacity building plan to staff and partners for documentation, communication and knowledge management
- Orient project and partner staff, and related stakeholders in capturing and documenting the best practices and success stories with fact, figures and case studies.

R2. Documentation, publication and dissemination:

- Design questionnaire, format and checklist for documenting good practices and change stories
- Contact field officers, field coordinators and local partners regularly to produce case studies, photo point monitoring, success stories and consolidated reports.



- Acquire required data/information, progress data, and reports from project districts, analyze, consolidate and prepare periodic progress reports, HIS and success/failure stories
- Collect cluster wise data/information from concerned focal persons from the respective cluster and DDRC.
- Ensure that beneficiary and stakeholder's feedback are documented and are included in final reporting.
- Regularly document and disseminate the staff/stakeholders meeting minutes, weekly highlights, monthly calendar and monthly progress reports.
- Manage the publication works independently or through consultancy.
- Support to undertake assessment/research to document the changes and progresses in learning questions

R3 Communication and outreach:

- Support project team and field staff to implement communication, branding and marking strategy
- Design appropriate mechanism to share the project outcomes and results (sharing workshop, media mobilization, internal communication, etc).
- Design and prepare communication materials, briefing documents, profiles, leaflets and brochures) as per the project needs.
- Support in promoting internal communication (email, social medias, etc)
- Support developing/producing video documentaries, short films, mobile skit, public service announcements (PSAs), radio programs, etc
- Develop and maintain a constructive dialogue with different groups of stakeholders in program districts and project level

R4 Knowledge management:

- Lead, plan and support the implementation of the learning and knowledge management strategy consulting with HBP and CARE's communication unit.
- Compile and store all the relevant presentation materials, communication and learning materials, data and information and publications through appropriate means as per organizational system and policy.
- Ensure timely documentation and effective dissemination of knowledge products - results and findings, synthesis reports and briefing materials to relevant stakeholders and policy makers at various levels.
- Subscribe the relevant journals, books, newspaper and publications and ensure that these materials are appropriately used by the employees.
- Maintain effective surveillance of key websites and other sources of information, and media monitoring to ensure that relevant material is extracted and disseminated in a succinct form to the TL and other staffs.
- Encourage all employees and partners to share knowledge, ensuring they are aware of the knowledge management resources available to support their work, are appropriately trained and are using the systems efficiently and productively.



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

Spending authority: NA

Working conditions:

Based in Pokhara with frequent field visits in project districts

Qualifications

Bachelor’s Degree in Environment, Development Studies, Journalism, Social Science, Rural Development, Community Development or any relevant subject. At least 3 years of working experience in documentation and communication in development projects/program.

Knowledge Skills and Competencies

- Excellent communication, documentation and reporting skills both in English and Nepali
- Sound knowledge and experience in facilitating stakeholder discussions, and documentation
- Tactfulness and excellent interpersonal skills
- Proficient in the use of designing tools like Publishers, InDesign, Adobe premiere, etc for producing documents and short films that will be captured from field
- Excellent in handling and using Microsoft Office (Word, Excel, PowerPoint, Outlooks etc), statistical tools e.g. SPSS and GIS tools
- Ability to work under pressure and tight deadlines
- Sound knowledge in print and electronic Medias including website designing and handling.
- Sound skills in photography, cases development and info graphics
- Excellent skills to prepare terms of references (ToRs) and proposals development

Supervisor Signature: _____

Date: _____

Employee Signature: _____

Date: _____