



<b>Functional Title:</b>	<b>Communications and Documentation Officer</b>
<b>Responsibility level/Grade:</b>	<b>Officer / Grade E</b>
<b>Incumbent's Name:</b>	<b>Vacant</b>
<b>Line Manager:</b>	<b>Country Director</b>
<b>Co-Evaluator:</b>	<b>Advocacy and Communications Manager</b>

**JOB SUMMARY**

The Communications and Documentation Officer will be responsible for supporting the Country Director (CD) and other Senior Management Team (SMT) members of CARE Nepal in management and organization of CARE Nepal's internal communications and representation with external stakeholders. S/he will also work closely with the ACD Program Support, ACD Program and Advocacy and Communications Manager and the Communications Team to support country office information and file systems, and prepare communications materials for representation purposes. The incumbent will also work very closely with the Country Director in preparing talking points, briefing packets, presentations and translation of various documents. Additionally s/he will be responsible for carrying out analysis on current media climate and conduct media and on line research of issues and topics to support our programming and advocacy issues. S/he will provide consecutive translation for the CD at meetings and during field visits, support the SMT and Senior Leadership Team (SLT) with note taking and preparation of meeting minutes and internal staff communications. S/he will represent CARE at external meetings and help to coordinate other CARE staff participation and representation, and will provide feedback on meeting content to relevant CARE management staff as needed.

S/he will need to collaborate with all CARE staff, partners and/or other CARE International members, the Asia Regional Management Unit (ARMU), the secretariat of CARE International to as required.

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

Major duties/responsibilities of the position have been detailed out as below:

**RESPONSIBILITIES AND TASKS:**

**R1. Support internal communications and communications systems**

- **Preparation and coordination of documents:** Draft and support in dissemination of documentation links, meeting minutes, and relevant development information to support CARE's learning and Business Plan through internal communications systems including CARE Office 365 workforce sites, CARE managed social media sites and CARE websites. Assist the Communications Team to develop content for CARE Nepal's website and social media platforms. Prepare summary translations of Nepali documents and communications to English as needed for CARE management and work with external translation vendors as needed to ensure quality of document translations.
- **Accompaniment and Administrative Support to CD and SMT:** Support CD and other members of SMT during staff meetings, field visits to CARE program sites, and meetings with partners and other stakeholders. Prepare talking points, speeches and statements for the CD for use with various stakeholders. Accompany CD to meetings with partners and other key stakeholders and provide administrative support for meeting agenda, presentation



materials and other follow up documentation as needed. Attend stakeholder meetings on behalf of CARE on Country Director's request. Provide translation as needed, and prepare summary reports of key activities. Support coordination of SMT calendar.

- **Communications and documentation Systems:** Work closely with Monitoring Evaluation and Learning (MEL) team, Advocacy and Communications team, and ACDs Program and Program Support to ensure that electronic files are being properly maintained and updated and coordinate with IT and Program Support staff to ensure that document retention standards are being implemented per CARE policy. Update and manage the Resource Centre Drive of CARE Nepal by maintaining photos, videos, publications and case story archives. Coordinate sharing of key communications and learning documents with Asia Regional Management, CARE Members and other CARE International stakeholders
- **Representation:** Represent CARE at meetings on behalf of the organization and share key points and minutes of meetings with wider CARE management. Help to coordinate participation and representation of other CARE staff in external events as required. Follow up with Program and other staff to collect disseminate and analyze stakeholder meeting outcomes in relation to CARE program priorities. Support Program and Program Support management to map key stakeholder in the new federal structure and share profiles and information on key stakeholders in relation to CARE's program priorities.
- **HR Support on recruitment:** Support the HR Department in uploading recruitment details on the CARE Nepal social media sites like the website, Facebook page and LinkedIn page. S/he will also be responsible for compilation of the recruitment data extracted from the website.

**R2. Media Monitoring:**

Track, compile and share with CARE Nepal's Senior Management Team important media coverage of CARE Nepal's work. Provide summary translations of media articles and opinion pieces about CARE or by CARE staff. Carry out analysis of current media climate and advocacy issues and work with the Country Director, other senior staff, the Advocacy and Communications Manager to conduct media and internet research on key advocacy and program issues.

**R3. Upholding CARE's Core Values and ensuring its principles**

- Link and demonstrate CARE Nepal's core values, programming principles, strategic objects, gender equity and equality in programming and behaviour
- Comply and exercise organizational values and culture
- Help to promote rights and good governance

**Authority:**

Spending Authority: None

Supervision: None

**Working conditions:**

Based in Kathmandu with 30% travel to projects and partner offices

**Person specification requirements:**

**Qualifications:**

Bachelor's degree in any relevant field, preferably in mass communications.



**Experience:**

Minimum 3 years' experience in a similar position in a development organization. Demonstrated experience in documentation in both English and Nepali language. Previous experience in conceptualizing and designing communication materials would be an added advantage.

**Skills and knowledge:**

- Excellent interpersonal, communication and facilitation skills
- Excellent verbal and written language skills in both English and Nepali. Demonstrative English Language proficiency in working environment including writing and editing documents.
- Good editing, translating and interpreting skills (Nepali to English and vice versa)
- Good computer skills, including knowledge of relevant software e.g. Microsoft office package, photo editing and other design software
- Good Nepali typing skills; proficiency with Office Suite (365) including Excel and PowerPoint.

**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
- 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
- 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
- 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

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Agreed by: \_\_\_\_\_

Date: \_\_\_\_\_