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| JD TEMPLATE VERSION | July 2021 |
| JD LAST REVIEWED ON | June 2024 |

PMF Template 1.2.1

Job Description

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| Job Title | Communications Officer | | Reports To | Communications Team Leader | Job Level | 5 | Location | Kathmandu |
| Objective of the job | | Working as part of the Communications Team, the Communications Officer will help to create high quality publications that will effectively communicate the impacts and challenges of UMN’s work to a range of audiences, including western audiences. | | | | | | |

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| Areas of Responsibility | Decision Making | Qualification & Experience |
| * Editorial team for *UMNews* and other UMN publications * Actively participate in concept development and planning * Collect information, stories and photographs for use * Write articles as required * Edit material received from various sources * Editing and processing case stories for reports   + Receive and file incoming case stories from teams   + Edit case stories for inclusion in reports   + Source and attach appropriate photographs   + Provide edited stories to Funding Team * Undertake field visits to collect information   + Plan, prepare for and co-ordinate field visit with appropriate teams   + Conduct interviews with various stakeholders   + Take photographs/video footage (depending on skills)   + Write up, record and store stories and photographs * Provide material to update the website/FB news weekly * Provide suitable case stories for use on the website, in presentations, Annual Report etc * Contribute creatively to the Communications Team annual planning process * Assist with orientation of new UMN staff regarding Communication activities and processes * Assist with training of UMN staff in story writing/gathering, photography etc. * Develop other written communications pieces, as required.   Translates short texts from English to Nepali or from Nepali to English, focusing on accuracy and clarity | * Contribute to team decision-making * Selecting appropriate case story materials for selected audiences and publications * Able to make on-the-spot decisions in the field | * Bachelor’s degree in journalism, communication or a related area * At least two years’ experience in communications, media, advertising, copy writing, journalism, and/or in the aid/NGO sector * High levels of skill in both English and Nepali (English: IELTS Level 6, or similar) |
| Dimensions | Skills, Attitudes, Behaviours |
| * Committed to achieving and communicating UMN’s Vision and Mission * Communicating with people outside the organisation, representing the organisation * Scheduling and prioritising work to fit with the work of others and meet deadlines | ***A passionate, creative communicator with strong interest and commitment to development and poverty alleviation.***  ***UMN Values and Vision:*** Seeking to be model and live out UMN’s values and vision. **Writing:** Ability to write creatively, engagingly and accurately in both English and Nepali for a range of audiences, including western audiences.  Ability to edit and proofread others’ writing for accuracy and effectiveness.  **Critical thinking:** Skilled in evaluating and improving the effectiveness of written, audio-visual and web-based communication pieces.  **Interviewing:** Able to establish relationships, ask open, clarifying and probing questions, record important information, provide feedback to interviewee.  **Speaking & Listening:** Active listening; checks understanding; asks clarifying questions;  **Translation:** Able to translate accurately and clearly from English to Nepali and Nepali to English, matching complexity to audience and purpose.  **Team Work:** Able to work in a team, contribute and value the contributions of others.  **Time Management:** Able to prioritise work to fit schedules and meet deadlines.  **Relationship building:** Establishing constructive and co-operative working relationships with others, within and outside the organization, and maintaining them over time.   * **Computers:** Competence in Word, Adobe Professional, PPT |