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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)
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| 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
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