

JD TEMPLATE VERSION	July 2021
JD LAST REVIEWED ON	May 2024

Job Description

JOB TITLE	International Communications Advisor	REPORTS TO	Communications Team Leader	LOCATION	Kathmandu
OBJECTIVE OF THE JOB <i>The job holder willin order to.....</i>	The job holder will be responsible for assisting the Communications Team in the production of effective promotional materials about UMN for various audiences and in building the capacity of staff where needed in order to optimise UMN's ability to seek human and financial resources in the long term.				
AREAS OF RESPONSIBILITY	DECISION MAKING		QUALIFICATION & EXPERIENCE		
<ul style="list-style-type: none"> ▪ Contribute and co-lead in producing UMN's publications and other promotional resources, particularly to inspire and engage the western audience to get involved with UMN. ▪ Write articles, news and stories about UMN's work, highlighting development needs, achievements and impacts. ▪ Edit case stories for reports and other uses. ▪ Write or adapt content for website where needed. ▪ Look at articles, resources and website critically, in order to coach team members to improve their quality and relevance for UMN's diverse support base. ▪ Engage with Supporting Partners, particularly their communications staff for mutual sharing of resources and increasing UMN's presence in their publications and other relevant platforms. 	<ul style="list-style-type: none"> ▪ Support the Communications Team in decision making related to teamwork and strategy. ▪ Contribute to decisions about UMN publications. ▪ Contribute to the continued formation of a targeted approach to different stakeholder groups. 		<ul style="list-style-type: none"> ▪ Master's degree in relevant area (eg. Geography, Journalism, English language, etc.). ▪ Experience in writing, proof-reading, editing, advertising, and fundraising is recommended. ▪ English teaching, particularly creative writing and/or journalism. ▪ Cross-cultural experience recommended. 		
	DIMENSIONS	SKILLS, ATTITUDES, BEHAVIOURS			
	<ul style="list-style-type: none"> ▪ Member of the Communications Team. ▪ Because much of the Communications Team's work is in English designed for an international audience, an experienced expatriate with excellent English language skills is required as Communications Advisor. ▪ Capacity building of cluster staff responsible for collecting stories, including development of training materials and occasional visits to UMN's working locations. ▪ Be the "face of UMN" at any relevant forums. 		<ul style="list-style-type: none"> ▪ Good communication skills in the English language. ▪ Excellent and accurate written English. ▪ Ability to write creatively, concisely, convincingly and quickly. ▪ Advanced editing and proof-reading skills. ▪ Willingness to contribute to a team, sensitively providing advice and feedback in order to encourage and support others. ▪ Understanding of cross-cultural work worldwide. ▪ Desire to continue learning about Nepali culture & language. ▪ Public relations attitude that represents UMN positively. ▪ Computer skills: email, Word, Excel, social media. 		

		<ul style="list-style-type: none">▪ Empathy, flexibility, adaptability.▪ Seeking to model the UMN values and vision.▪ Abide by current UMN policies.
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