

## **Job Description**

### **Job Summary**

The position is responsible for carrying out the organization's Communication, Knowledge Management and Liaison related tasks and coordinating in these areas. The incumbent will coordinate in facilitating and strengthening the organization's internal and external communication systems, organizational branding and visibility. With guidance from CC and Head of Programs, liaison with government line agencies, stakeholders, like-minded organizations/ institutions, and professionals, networks and alliances. This role will also form a connection between FAIRMED Country Office and Project Offices to facilitate proper flow of information related to communication, liaison and knowledge management. She will make frequent visits to the project areas to observe, understand and collect information to prepare communication and KM materials in collaboration with supervisors and relevant staff at CO and team leaders and thematic specialists at project level.

The specific job responsibilities of the employee under the three domains will be as follows.

### **A. Communication related Responsibilities**

The incumbent will coordinate in strengthening FAIRMED Nepal's internal and external communication systems, support CO in developing institutional communication and advocacy initiatives, and manage the publication and dissemination about organization's contribution and achievements. Support in developing and using visibility and branding appropriately. Thereby, maintaining FAIRMED organizational profile to the public, government, partners, stakeholders and beneficiaries.

### **Major Job Responsibilities:**

- Create, define, share, and maintain a proper channel of communication within and outside the organization to facilitate proper flow of information and updates regarding FAIRMED program in Nepal.
- Support the Country Coordinator in creating and maintaining the profile of FAIRMED with partners, other I/NGOs, government stakeholders, civil society networks and media.
- Be the focal point of communication for FAIRMED Nepal to respond to internal and external queries in consultation with CC
- Maintain FAIRMED Nepal's website, upload and timely update contents, collection of necessary information and photos/videos from the projects.
- Coordinate the production and distribution of FAIRMED Nepal's communication materials like annual reports, brochures, strategy and other relevant publications, press statements etc.
- Facilitate and manage branding of the organization by innovative methods to create a distinct image of FAIRMED in accordance with the standards of HQ.
- Ensure that FAIRMED Nepal's branding strategies are fully in line with its international standards and Government of Nepal and visual identity requirements.
- Create and manage content for this purpose and ensure proper utilization by the projects.
- With guidance from CC and HOP, coordinate with FAIRMED Communication team in headquarters for developing communication materials for fund generation purposes. For this purpose, coordinate with the project team to plan and capture appropriate case stories, photos and videos.
- Establish & maintain relations with key media persons/houses, maintain a database of press contacts, and respond media enquiries. Take a lead in preparing press releases and organize press conferences as per organizational needs.

- Represent FAIRMED Nepal in different communication forums and networks as and when required/assigned.
- Support RMEC for timely preparation and submission of project progress reports as per the reporting requirement of SWC, MoHP, DoHS, Province authorities.
- Initiate development of communication materials appropriate for differently able people
- On a regular basis, securely handling of official email, outgoing and incoming correspondence, entry and issuing outgoing letters. Ensure safety and confidentiality of the official emails and letters (incoming and outgoing ) and timely informing the responsible person.

### **B. Knowledge Management related Responsibilities**

The incumbent will be the focal point and is responsible for knowledge management related tasks with guidance primarily from CC, RMEC and HOP. At project level she will coordinate with the team leaders and M&E staff to accomplish KM tasks for projects.

#### **Major Job Responsibilities:**

- Coordinate with project staff to identify, capture case/success stories, photographs.
- Support project team to develop documentation plan including message development
- Work in close collaboration with M&E focal point of the projects for publication and showcasing of best practices, and organization branding and visibility.
- Collect evidence of project's achievements, gaps, and learning opportunities, document project's results, successful practices, and examples to showcase at various forums including municipalities, province, and federal level in coordination with project team.
- Preparation of project briefs, case stories, based on the project achievements and learnings and publication for relevant audience.
- Support in staff capacity building in writing reports, case stories, photography and other relevant communication skills
- Periodically share the knowledge and learnings among staffs and partners

### **C. Liaison related Responsibilities**

The incumbent will play the role of focal persons of FAIRMED Nepal to the various external governmental agencies such as Social Welfare Council/SWC, MOWCSC, MOHP and non-governmental agencies, will represent FAIRMED at relevant forums and provide correct information to and from the organization.

#### **Major Job Responsibilities:**

- Identify, Coordinate/participate discussion with relevant external agencies (governmental and non-governmental) to strengthen liaison and establish networks with like-minded organizations
- Self-update on the government requirements including new policy provisions for INGOs in health program in Nepal and update the Country Coordinator and related staff.
- Strengthen liaison through periodic visits or calls to the government line agencies particularly the Social Welfare Council, and follow up with EDCD, FWD/Department of Health Services and related line Ministries as advised.
- Prepare document for project agreement (PA) and follow the entire process of PA as per the requirement and template of SWC with guidance from RMEC, Technical Coordinator-NTDs, and other program colleagues/CO following a proper workflow
- Be the focal point, get updated about any policy changes, or new guidelines, request by SWC, MOWCSC and MOHP and timely starting of renewing the organization's General Agreement (GA)

with Nepal Government (SWC, MOWCSC), coordinate and follow up with SWC for CPAC meetings and project evaluations and communicate with project team leaders for each project.

*The Senior Officer-Communication, Knowledge management and Liaison must not undertake any other direct or indirect business and work, honorary or remunerative in addition to the work performed for FAIRMED.*

Without prejudice to the roles and responsibilities given above you are liable to do such other duties and functions, as are incidental and ancillary to your principal duties and functions.