



Communication Manager

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** Nov. 25, 2016, midnight

Basic Job Information

Job Category : NGO / INGO / Social work
Job Level : mid
Job Location : Kathmandu
Offered Salary : None

Job Specification

Experience Required : Not Required

Other Specification

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Job Description

Expected Start Date: January 2, 2017

Key Responsibilities

- Further improve and rollout the Sakchyam Programme's communication and outreach strategy
- Maintain the programme's internal and external communication needs
- Prepare and edit content for, as well as maintain, the programme's website, to create a dynamic platform with updated information about programme's key activities and partnerships as well as maintain it as an Information Hub
- Work with team members of key programme components to update the programme's social media platforms with relevant and timely information
- Support the overall programme as well as key components in creating communication materials to introduce the programme's key activities and recent updates
- Draft press releases; success stories and develop blogs by working closely with the various technical components
- Take lead in planning and organizing periodic physical events to engage implementing partners and stakeholders in decision-making, and to gather feedback, as well as plan physical events outside the valley to engage beneficiaries and national and local level media
- Take lead in communicating programme activity updates and news of the programme to local and regional media through national dailies, magazines, television, radio, online platforms, etc
- Support Sakchyam partner institutions in implementing their communication plans and media campaigns; designing and implementing innovative communication initiatives to create awareness regarding new products and services launched by partner institutions in mostly rural landscapes
- Take lead in creating physical and virtual archive of key documents and media files for reference and usage by the programme and
- Well connected with the local media and resourceful in mobilizing the press corps for important events

Minimum Qualifications:

- At least 3 years of work experience in Development Communication or 5 years of experience with national level (English) media
- A Bachelor's level degree in Mass Communications or any equivalent degree; a post graduate degree is preferable
- Fluency in spoken English and Nepali
- English written communication skills is a must for this position

- Prior experience in drafting releases; stories and blogs in English for prominent business dailies or publications
- Candidate should have a learning attitude with leadership skills as well as an ability to work within a team
- Fluency in using office software such as MS Word, MS PowerPoint and other presentation tools; a basic knowledge of photo and video editing is preferable
- Experience in enabling and maintaining a web presence for projects and
- Should be willing to travel outside the Valley on short notice

An attractive remuneration package, commensurate with experience and qualifications will be offered to the right candidates for the above-mentioned position.

TO APPLY,

Interested candidates should submit their curriculum vitae with a cover letter stating the motivation for applying, salary expectation and a copy of their Nepalese citizenship certificate to recruitment@sakchyam.com.np

Female candidates are encouraged to apply.

The deadline for receipt of applications is **5 PM Nepal local time, November 25, 2016.**

Applying Procedure

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