



iLearn Officer

- **Vacancy for:** 1
- **Posted on:** Oct. 17, 2017
- **Deadline:** Oct. 29, 2017, 11:55 p.m.

Basic Job Information

Job Category	: NGO / INGO / Social work
Job Level	: Senior Level
Employment Type	: Full Time
Job Location	: Kathmandu
Offered Salary	: Negotiable

Job Specification

Education Level : Graduate (Masters)
Experience Required : More than or equal to 3 years

Other Specification

- Progressive work experience in working in Media and Communications
 - Experience of having done translations work in publications
 - Experience of having produced or worked on designing training programmes
 - Ability to work on own initiative and organize time effectively within a range of often conflicting deadlines
 - Strong interpersonal and communication skills
 - Excellent written and spoken Nepali/English
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Job Description

- Coordinate with the project team (mentors, consultants, training and project officers) to ensure that the online training content is in line with objectives
- Work together with the training and capacity building team to ensure that the online training content being developed is in line with local in-country and BBC Media Action requirements
- Translate training resource material and content from Nepali into English and vice versa when required
- Work in collaboration with Research Team to ensure that all training developed is in line with training needs assessments and is based on the needs and requirements of the end users
- Ensure that BBC Editorial Values including core thematic areas such as Gender, Social Inclusion and Equity are reflected in all training content
- When required, work together with the iLearn team based at the BBC Media Action office in the UK to ensure that organisational values are reflected in the final product

Key competencies:

The following competencies (behaviours and characteristics) have been identified as key to success in the job. Successful candidates are expected to demonstrate these competencies.

Imagination/Creative Thinking:

- Is able to transform creative ideas/impulses into practical reality
- Can look at existing situations and problems in novel ways and come up with creative solutions

Managing Relationships:

- Able to build and maintain effective working relationships with a range of people. Team working

Communication:

- The ability to get one's message understood clearly by adopting a range of styles, tools and techniques appropriate to the audience and the nature of the information

Analytical Thinking:

- Able to simplify complex problems, process projects into component parts, explore and evaluate them systematically
- Able to identify causal relationships and construct frameworks, for problem-solving and/or development

Influencing and Persuading:

- Ability to present sound and well-reasoned arguments to convince others
- Can draw from a range of strategies to persuade people in a way that results in agreement or behaviour change
- Planning and Organising: Is able to think ahead in order to establish an effective and appropriate course of action for self and others
- Prioritises and plans activities taking into account all the relevant issues and factors such as deadlines, staffing and resources requirements

Reports to: Project Coordinator

Duration: 12 months (with the possibility of extension subject to funding)

Education Level: University Degree

Experience: Minimum 3 years of experience

Grade: 6

TO APPLY:

If you are interested in the position please send a CV and covering letter outlining your interest in the role, and demonstrating how you fulfil the essential skills and experience, by **October 29, 2017**, to application@np.bbcmmediaaction.org (with job title in the subject line)

OR,

Applying Procedure

Apply Link : <https://merojob.com/ilearn-officer/>

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