

Jobs Description- Communication Officer- ChildFund Japan

Required number- 1

Background

As a child-focused development organization, ChildFund Japan believes in the intrinsic value of each child that inspires and drives us to serve them by providing opportunity to develop their full potentials, making positive changes for their future. Since 1975, the work to support children was relayed by ChildFund Japan, which has been working in Nepal to help deprived, excluded, and vulnerable children, families, and communities through meaningful, sustainable solutions.

In partnership with local implementing partners, ChildFund Japan has been supporting projects in Nepal since 2006. It continues to serve the disadvantaged children, families and communities on education, healthcare, nutrition, and income generating areas through sponsorship, special assistance and emergency relief and rehabilitation programs with support of various donors, sponsors, CF alliance members and government fund of Japan.

Duties and Responsibilities

Under the guidance and the direct supervision of the Program Director, the Communication Officer will take a lead role in designing innovative and compelling English and Nepali communications, content marketing and engagement, public relations, develop digital and printing of promotional materials to create the image of CFJ NO in a mix of channels with staff members, donors, sponsors, partners, and key stakeholders to share compelling stories to inform, motivate and inspire them.

The position holder will be responsible for English and Nepali content production, storytelling, campaigns, and digital media development to contribute to stronger engagement with key stakeholders including current and potential donors/sponsors, partners, and service receivers. The role requires close collaboration and teamwork with other colleagues in the Program and Admin/Finance Departments, injecting creativity, solution design, positive energy and a “one team” attitude.

The Communication Officer will always adhere to all CFJ NO policies and particularly on Child. Safeguarding Policy so that the best interest of the children is duly taken care of and all ethical issues concerning their protection and participation are adequately addressed. While portraying children in all communication materials and while children interact with media (including photography and videography), the post holder should strictly follow the principle of ‘no harm’ to children.

Responsibilities:

Specific responsibilities for Communications Officer will include, but not limited to the following tasks:

1. Under the broad guidance of the Program Director, assumes primary responsibility for planning, developing, and implementing communication strategies to promote CFJ NO program.
2. Develop, design write up visibility materials and communication products to highest quality and edit messages for promotional materials of Nepal office including social medias, websites updates, press releases, banners, brochures, annual reports, leaflets, story books and other publications within the scope of organizational ethics and standard for distribution to the donors, sponsors, and stakeholders.
3. Work with program team members to conceptualize and implement communication strategies and campaign based on our target donors, supporters, and partners.

4. Strengthen relationship building/liaising with staff members, partners, and beneficiaries to collect quotes/ testimonials and leverage their communications strengths and channels.
5. Develop and maintain effective relationships and contacts with the government officials, I/NGOs, media houses and journalist and other key stakeholders and identify targets of opportunities and methods to communicate with these agencies/institutions.
6. Collaborate with the media by organizing project site visits, facilitate photo coverage and TV footage and utilizing both web-based and traditional media as appropriate and maintain a media database, records of media coverage, press releases and clipping and collate analytics and metrics.
7. Compile the project data and analyze, write, and distribute reports, including publications, website content, annual reports, speeches, and other promotional material that communicates the organization's activities, and/or services.
8. Prepare concise project reports for the authorities /stakeholders (Social Welfare Council, Rural Municipalities/Municipalities) and visitors and submit them to Program Director.
9. Working in close coordination with the DSO (Donor Service Officer) of CFJ NO, manage, arrange, and develop the materials to present about the Nepal Program and hands outs to sponsors, donors, visitors, and government as well as non-government counterparts.
10. Take personal responsibility for quality of communications content before publication.
11. Translate shorter pieces, supporting translation of longer pieces, and proofreading translations from Nepali to English and vice versa
12. Coordinating with Program team on production of visual elements including video production, photo images, info graphics, and graphic design work
13. Supporting Knowledge Management and knowledge sharing within program and admin/finance teams and across the entire organization
14. Completing other responsibilities as requested by the Program Director.

Competencies

- Good communication, coordination, and facilitation skills
- Consistently ensures timeliness and quality of program and assigned work.
- Treats all people fairly without favoritism.
- Strong oral and written communication skills
- Displays culture, gender, religion, race, nationality and age sensitivity and adaptability.
- Demonstrates integrity by modeling ethical standards.
- Integrity, professionalism, and respect for diversity
- Excellent organizational and planning skills
- Very strong communication and interpersonal skills demonstrated the ability to build trust.
- Ability to empower others and to manage their performance.
- Demonstrated ability to work effectively in teams, delivering through and with others.

Required Education, Skills, and Experiences

- Bachelor's degree in communications, journalism, public relations, or related field
- Minimum of 2-5 years' professional experience in similar role with preference in media communications
- Knowledge of desktop publishing software (InDesign/Photoshop)
- Excellent verbal, written, and interpersonal skills.
- Good time management and organizational skills
- Proficient in Microsoft Office, content management systems, and social media platforms

- Exceptionally good professional standard of written and spoken English and Nepali
- Experience in creating high quality visual communications content.
- Proven ability to work under pressure and multi-tasking, managing multiple priorities and meeting deadlines.
- Proven ability to work in a multi-cultural team.
- Cultural sensitivity and understanding of different interpretations of communications approaches in different global, regional, and local contexts.
- Strong interest and passion in working for and with children, for NGO communications and CFJNO's mission.
- Able to work independently and with minimal supervision.