

Title : Documentation & Communication Officer-NGO Federation of Nepal	
Reports to: Team Leader and Project Manager Duty Station : NFN Central Office, Kathmandu with frequent travel to the field as required. Contract Duration: Three-month probationary period	
Scope of Work: Under the direct supervision of the Team Leader and Project Manager, and in close coordination with Project Co-ordinator and MEAL Specialist, the Documentation and Communication Officer will be responsible for managing the overall communications of the project ensuring strategic, effective and efficient communication related to the project and NFN.	
• Operationalize and implement the project’s strategic communication plan aligned with project goals and objectives. • Prepare engaging and informative content, such as articles, newsletters, blog posts, and media updates, to promote the project's activities, achievements, and impacts. • Identify key stakeholders, including project beneficiaries, community members, partners, and donors, and establish effective communication channels to engage and inform them about the project's progress. • Build and maintain relationships with media outlets, journalists, and influencers to enhance the project's visibility. • Manage the organization's social media account and online presence. Create and schedule content, engage with followers, monitor discussions, and analyze metrics to optimize social media performance. • Regularly publish project updates, news articles, and other content on the website. • Organize and coordinate project-related events, workshops, conferences, and public awareness campaigns. • Closely coordinate with thematic leads and collaborate with designers, photographers, and videographers to create visually appealing and impactful materials such as infographics, photos, videos, and presentations that effectively communicate project messages. • Monitor and evaluate the effectiveness of communication activities through data analysis, surveys, and feedback collection. Use insights to improve communication strategies and tactics. • Prepare regular reports on communication activities, outcomes, and challenges. • Provide high-quality support to the process of the project’s periodic planning and reporting process. • Review documents and provide quality input and feedback as assigned by the supervisor. • Support for layout, formatting, editing and translation of the documents. • Prepare concept notes, meeting minutes, memos, weekly and monthly updates, and any other documents as required. • Participate in and contribute to periodic meetings and events. • Coordinate with partner staff to gather relevant information. • Conduct any other tasks as delegated by the Executive Director, Team Leader, Project Manager and NFN board member.	

SKILLS AND BEHAVIOURS (our Values in Practice)

Accountability:

- Take responsibility for accurate documentation and communication.
- Ensure records are organized, complete, and accessible.
- Solve problems proactively to keep the project on track
- Address any discrepancies or errors promptly and transparently.

Ambition:

- Strive for excellence in all communication efforts.
- Future orientated, thinks strategically.
- Set high standards for quality in written and visual content.

Collaboration:

- Communicate effectively with internal and external stakeholders.
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to.
- Facilitate open dialogue and feedback within the organization.

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

Integrity:

- Honest, encourages openness and transparency

QUALIFICATIONS AND EXPERIENCE

- Minimum Bachelor's degree in communication, journalism, public relations, or related field
- Minimum three years experience in related field, preferably related to EU and USAID-funded projects.
- Experience in managing project communications with diverse stakeholders.
- Skilled in using various digital and social media platforms, social media management tools, and in content creation such as writing articles, blog posts, press releases, and social media content.
- Knowledge of media relations practices and experience in engaging with journalists and media outlets
- Excellent interpersonal, organizational, communication, team building and management, and problem-solving skills.
- Ability to work in a stressful and changing environment with limited resources
- Fluency in written and spoken Nepali and English languages.

Additional Job Responsibilities:

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.