

JOB DESCRIPTION

KNOWLEDGE MANAGEMENT AND OUTREACH COMMUNICATIONS MANAGER	
TEAM/PROGRAMME : Sabal - Food For Peace USAID	LOCATION : Kathmandu
GRADE : 2	POST TYPE : Fixed Term Grant
<p>Child Safeguarding : (select only one)</p> <p>Level 3 - the responsibilities of the post may require the post holder to have regular contact with or access to children or young people.</p> <p>Level 2- a CRB check (Standard level) or equivalent overseas police check will be required for this position.</p> <p>√Level1-No CRB check is required as you will not have contact with children or young people.</p>	
<p>ROLE PURPOSE:</p> <p>The incumbent leads the SMT including COP and DCOPs on external and internal communications and outreach strategy development.</p> <p>The Manager manages and directs all Sabal senior managers and thematic leaders in development and production of Sabal outreach communications.</p> <p>The incumbent directly manages all relationships with media, management of public events, development and dissemination of project-level publicity materials.</p>	
<p>SCOPE OF ROLE :</p> <p>Reporting Line: COP – Sabal or Delegated Director – Program</p> <p>Staff reporting to this post: The Manager technically oversees, supervises, guides and approves the communications and outreach materials on a day to day basis. All Senior Managers, Managers and Coordinators report their communications and outreach outputs to him/her.</p> <p>Indirect: The Manager provides overall technical guidance and supervision to all Sabal Sr. Managers, Managers, District & Cluster Coordinators for information and data used to bring the Sabal Communications and Outreach Strategy to fruition.</p> <p>Budget Responsibilities: Approximately US \$ 3,000.00</p> <p>Role Dimension: The Manager advises the Sabal SMT including thematic senior managers, on Sabal communications and outreach strategic development, as well as on production and dissemination of all outputs and materials for external visibility. All activities must comply with donor and Save the Children policies.</p>	
<p>KEY AREAS OF ACCOUNTABILITY:</p> <p>Knowledge Management and Outreach Communication Manager manages and oversees design and implementation of Sabal’s outreach and communication strategy, in conjunction with traditional media, social media, website development, and ensuring donor and SCI policy and practice compliance. The position holder</p>	

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will research and prepare relevant project-level communication materials. Specific responsibilities will include:

1. **Strategic Development:** The Manager will coordinate along with the Sabal SMT the implementation of a Project **Communications and Outreach Strategy**.
2. **Media relations:** The Knowledge Management and Outreach Communication Manager manages all external and internal media and all outreach activities. He/she will manage a current list of media contacts and handle all logistical arrangements when interacting with media. She/he identifies potential program / project sites for media coverage in print, television and radio and ensure all relevant documentation is assembled and logistical arrangements are made.
3. **Public events:** The incumbent manages design and implementation of all Sabal-related outreach functions, including drafting press releases, and liaising with appropriate Donor (USAID) and Nepal Government stakeholders, representing the Sabal Project.
4. **Publicity material:** The Knowledge Management and Outreach Communication Manager supervises the Sabal and Managers in drafting and finalizing documents that will represent Sabal publicly. These documents include quarterly and annual reports, technical briefs, newsletters, brochures, press releases, signs, etc. The incumbent will ensure that all materials produced are compliant with USAID and Save the Children (when appropriate) branding guidelines. In addition, he/she will provide technical supervision and oversight to all other Sabal staff (at the central, cluster, and district levels) to document leanings from field, including case studies and success stories.
5. **Editorial drafting and quality control:** The Knowledge Management and Outreach Communication Manager oversees and provides technical writing to all Sabal staff to further the achievement and dissemination of project achievements.

SKILLS AND BEHAVIOURS (our Values in Practice)

Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved

Ambition:

- Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically.

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to

Creativity:

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

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<p>Integrity:</p> <ul style="list-style-type: none"> Honest, encourages openness and transparency 		
<p>QUALIFICATIONS Master’s in business administration, journalism, mass communication or development or a related field (preferred)-with a minimum of 7 years (5 years for GSI group*) relevant experience.</p>		
<p>EXPERIENCE AND SKILLS</p> <ul style="list-style-type: none"> Professional experience in developing project-or organization –level communication strategies and products including technical briefs, program updates, newsletters and other products for a variety of audiences including government, donors and external development partners. Extensive professional experience documenting case studies from the field and lessons learned. Extensive experience in report and outreach material design. Extensive experience in strategic communications design and outreach. The equivalent of native proficiency in English and Nepali. Experience working with a variety of partners in multiple sectors Strong interpersonal skills. Ability to communicate and conduct meetings in Nepali. Nepali typing skills preferred. 		
ATTRIBUTES	ESSENTIALS	DESIRABLE
	Team work, hardworking, learning, experience working with the media	<ul style="list-style-type: none"> Professional skills and experience in strategy development in communications and outreach, consultative meetings, journalists interactions, and national level events,(e.g. international women’s day) Understanding of and experience with public health, nutrition, health services promotion and / or agriculture.
<p>Equal Opportunities The post holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.</p>		
<p>Health and Safety The post holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.</p>		
<p>Additional job responsibilities The job duties and responsibilities as set out above are not exhaustive and Post holder may be required to carry out additional duties within reasonableness of their level of skills and experience.</p>		