



RED PANDA
NETWORK

Position Description for

COMMUNICATIONS OFFICER

(open to Nepali nationals only)

DUTY STATION: **Kathmandu office with frequent travels to field sites**

NO OF POSITION REQUIRED: **1**

TYPE OF EMPLOYMENT: **Full-time employee**

REMUNERATION: **As per the organization's rule**

DURATION OF INITIAL CONTRACT: **1 year with a possibility of extension
subject to performance and RPN's future funding scenario**

JOB SUMMARY

Under the direct supervision of the Executive Director (ED), the Communications Officer's (CO) primary responsibilities are to lead Red Panda Network's (RPN) communication, marketing, and networking portfolio. The CO will collaborate with RPN staff in Nepal and the US, as well as RPN's partners in the field and related government and non-government institutions, to strengthen the RPN's outreach and visibility amongst the donors and project stakeholders.

DUTIES AND RESPONSIBILITIES

Communication Support (60%)

- Lead to develop and disseminate relevant communications and outreach materials to broaden the organization's outreach and networks. This includes but is not limited to, photo stories, success stories, good practices, factsheets, brochures, annual reports, and relevant publicity materials.
- Provide regular support to the US team to develop effective communications materials.
- Develop engaging media content both in Nepali and English for RPN's digital platforms, website, and social media channels (Facebook, YouTube, Instagram, Twitter, and LinkedIn), including photographs, videos, or multimedia content.
- Organize and lead media trips to project sites to capture best practices, major events, and field lessons that add value to the RPN brand.
- Coordinate with the field staff in project areas to provide consistent project updates for the donors and project stakeholders.
- Develop innovative ideas and concepts to mark relevant International/ National Days.
- Ensure smooth operation and handling of RPN communications system.
- Facilitate regular communication between the US & Nepal teams, including biweekly field updates from Nepal to the US and campaign and strategy plans from the US to Nepal.
- Ensure consistency and efficiency in external communications from all teams in adherence with the RPN's vision, mission, and goal.
- Conduct production (interviews with Forest Guardians, community people, and other stakeholders) and post-production work (video review and feedback, transcribe and translate for subtitles) with RPN's photo/video team to ensure RPN's brand guidelines and identities are adhered to.

Administrative Tasks (10%)

- Coordinate with the finance and administrative section to support procurement processes, including maintaining the roster of potential service providers, identification and selection of service providers, and production of communication materials.
- Archive and ensure the safety of the photos, videos, and project data, including periodic reports with RPN's work and values.
- Develop and maintain relationships with relevant media outlets in Nepal and internationally to ensure RPN's media presence.

- Plan and organize events such as workshops, conferences, seminars, and training, and develop event promotional materials and summary of highlights of such events.
- Do other tasks as assigned by the line manager.

Documentation and Database Management (30%)

- Extract 'stories of change' and 'project achievement stories' from the reports produced by the RPN partners, and produce visibility materials, like blog posts, articles, press materials, press/media kits, impact articles, features, social media content, infographics, and other relevant publication materials.
- Produce timely field updates and other communication materials for the target audiences.
- Collaborate with the staff in Nepal and the US to develop effective communications, marketing, and development strategies.

Essential Qualifications and Skills

- Minimum a Bachelor's degree in Journalism, Media Studies, Social Science, or any relevant field with a minimum of three years of experience in a similar role, preferably in donor-funded projects and programs. Or a master's degree in combination of one year of qualifying experience may be accepted in lieu of the afore mentioned degree and experience.
- Excellent interpersonal, communication, and facilitation skills.
- Experience with Google Workspace and project management and cloud storage platforms.
- Able to work well in a team environment, handle multiple assignments, and set priorities.
- Attention to detail and problem-solving skills.
- Ability to manage time, deliverables, and meet deadlines.
- Excellent verbal and written language skills in both English and Nepali.

Competencies

- Demonstrated strong competencies in working with the donors, media, and producing communication and visibility materials.
- Able to present information, ideas and express opinions confidently to internal and external audiences.
- Good photo/video editing skills. Knowledge of editing, designing and publishing software e.g. Adobe Creative Cloud, InDesign, Illustrator, Canva, Adobe Premiere, DaVinci Resolve, etc.
- Displays culture, gender, religion, race, nationality sensitivity and adaptability.

HOW TO APPLY?

Interested candidates are requested to send their updated CV and Cover Letter to employment@redpandanetwork.org before Friday 8 November 2024 (11:59 PM Nepal Standard Time). Only shortlisted candidates will be notified. Please clearly specify the applied position in the subject line and provide the expected salary in the job-application letter.