

RURAL SUPPORT PROGRAMMES NETWORK (RSPN)

JOB DESCRIPTION		HR#002
1.0 Position Summary		
1.1 Position: Communications Officer	1.2 Department/Project: RSPN-SUCCESS Programme	
1.3 Category/Grade: P1	1.4 Duty Station: Islamabad with frequent travel to the programme areas in rural Sindh	
1.5 Reporting to: Programme Manager SUCCESS-RSPN		
2.0 Job Responsibilities		
<ul style="list-style-type: none"> i) Lead the development and implementation of a communication and advocacy strategy for the SUCCESS programme ii) Liaise with all SUCCESS partner RSPs and other stakeholders to ensure that their work is being highlighted through RSPN's external communication; iii) Regularly update the SUCCESS website (www.success.org.pk) to highlight the work of SUCCESS iv) Review the SUCCESS website on a regular basis and provide content development and design idea support for website upgrading and ensure consistency of the material; v) Regularly update and highlight SUCCESS programme activities on social media e.g Facebook; vi) Liaise with the media to undertake media advocacy and optimise media coverage for SUCCESS programme; write and circulate press releases where appropriate; vii) Undertake field visits to the SUCCESS programme sites for documenting success stories/writing blogs/news paper articles and providing communication support to the partner RSPs; viii) Ensure that the SUCCESS programme publications and videos are of high quality and are disseminated appropriately to all stakeholders; ix) Coordinate the development of publications - hardcopy and/or web-based, and provide quality control in line with the RSPN standards; x) Support the programme manager in organising SUCCESS programme communication and dissemination events; xi) Ensure visibility guidelines of the donor and RSPN that publications like case studies, programme updates, occasional papers, newsletters etc. are printed, and updated in a timely and consistent manner; xii) Maintain a stock of high quality photographs which reflect the work of SUCCESS programme activities; xiii) Provide input to SUCCESS partner RSPs on communications material and strategies; xiv) Perform any other relevant official assignments given by the supervisor. 		
3.0 Required Qualifications, Skill and Experience		
3.1 Education: Master's degree in Communications, Social Sciences, Development or relevant field from a recognised university.		
3.2 Skills: Solid understanding of development issues; ability to speak and write English effectively; project a professional image consistent with the organisation's brand and standards; and demonstrate experience in designing and implementing communication and/or media outreach plans in support of overall organisational goals.		
3.3 Experience: Preferably 2 years of relevant experience in the communications for development field. Experience of professional and working linkages with electronic, print media will be considered as an add advantage.		