

RURAL SUPPORT PROGRAMMES NETWORK (RSPN)

JOB DESCRIPTION		HR#002
1.0 Position Summary		
1.1 Position: Documentation and Communication Officer	1.2 Department/Project: Integrated Health System Strengthening and Services Delivery (IHSS/SD)	
1.3 Category/Grade: Professional	1.4 Duty Station: Peshawar with frequent travel to the project areas in Khyber Pakhtunkhwa	
1.5 Reporting to: Project Manager, IHSS/SD		
2.0 Job Responsibilities		
<ul style="list-style-type: none"> <li>i) Assist the Project Manager in preparation of donor reports</li> <li>ii) Prepare monthly, quarterly and annual management reports</li> <li>iii) Collect and compile data on the Key Performance Indicators for IHSS/SD implementing partners and prepare KPI reports</li> <li>iv) Do regular documentation of case studies, lessons learnt and success stories and keep them uploaded on the website.</li> <li>v) Keep trail of all relevant documents of the RSPN IHSS/SD project.</li> <li>vi) The DCO will keep close liaison with field teams and provide technical backstopping in proper record keeping, documentation and preparation of activity reports.</li> <li>vii) She will pay regular visits to the project area to collect primary information for case studies. DCO will be required to submit field visit reports to the Project Manager as per RSPN policy.</li> <li>viii) The DCO will be responsible for filing all necessary project records/ documents and maintain proper files for all records.</li> <li>ix) Develop regular updates on the project activities and share on social media sites and website of RSPN.</li> <li>x) She will be responsible for timely preparation of progress reports on given format to be presented to the management and donor.</li> <li>xi) Ensure the visibility of the project according the donors communication requirements.</li> <li>xii) Ensure to highlight and update IHSS/SD progress on RSPN website and social media sites of RSPN on regular basis</li> <li>xiii) Any other task assigned by the supervisor/RSPN Management.</li> </ul>		
3.0 Required Qualifications, Skill and Experience		
<p><b>Qualification and Experience:</b> Masters or equivalent degree in Mass Communications/development studies / social science from a reputable university. She must have at least 2 years of relevant experience.</p> <p><b>Knowledge and Skills:</b> Knowledge and understanding of health related issues in Pakistan particularly related to MNCH, WASH, family planning and routine immunization. Good communication and writing skills, and proficient in computer skills, i.e. excel, word and PowerPoint.</p>		