

RURAL SUPPORT PROGRAMMES NETWORK (RSPN)

JOB DESCRIPTION		HR#002
1.0 Position Summary		
1.1 Position: Programme Officer Communications	1.2 Department/Project: RSPN-Core	
1.3 Category/Grade: Professional-1	1.4 Duty Station: Islamabad with frequent travel to the programme areas across Pakistan	
1.5 Reporting to: Chief Executive Officer, RSPN		
2.0 Job Responsibilities		
<ol style="list-style-type: none"> 1 Liaise with all partner Rural Support Programmes (RSPs) to ensure that their work is highlighted through RSPN's external communication; 2 Review the RSPN's website on a regular basis and provide content development support for website updating and ensure consistency of the material; 3 Manage RSPN's Facebook page and update it on daily basis; 4 Liaise with the media to undertake media advocacy and optimize media coverage for RSPN; write and circulate press releases where appropriate; 5 Improve RSPN coherence and harmonization through consistent internal communications and knowledge management; 6 Support RSPN Projects Communications Staff for and provision of consistent messaging across RSPN. 7 Coordinate with the RSPN/RSPs Communication Group, and act as its secretariat; 8 Undertake field visits to the RSPN's project sites for documenting success stories and providing communication support; 9 Ensure that the RSPN's publications and videos/documentaries are of high quality and are disseminated appropriately; 10 Coordinate the development of publications - hardcopy and/or web-based, and provide quality control in line with the RSPN standards; 11 Ensure that publications like case studies, project updates, occasional papers, newsletters etc. are printed, and updated in a timely and consistent manner; 12 Maintain a stock of high quality photographs which reflect the work of RSPN and the RSPs; 13 Provide input to RSPN projects and partner RSPs on communications material and strategies; 14 Perform any other task assigned by the Supervisor. 		
3.0 Required Qualifications, Skills and Experience		
3.1 Education: Master's or equivalent degree in Communications, Social Sciences, Development Studies or relevant field from a recognized university.		
3.2 Skills: Solid understanding of development issues in Pakistan; Communicate effectively in writing (English) to a varied and broad audience in a simple and concise manner; Capable of working in a high pressure environment with sharp and frequent deadlines, managing many tasks simultaneously; Experience in designing and implementing communication and/or media outreach plans in support of overall organisational goals.		
3.3 Experience: Minimum of 03 years of relevant experience in communications field in development sector; Experience as technical expert on journalism, communication or media with strong knowledge and background in writing, design and communication production; Experience in working with national and international medias.		