

# ROLE PURPOSE



**Role Title:** Communications Officer

**Division:** Global Programs

**Location:** Islamabad, Pakistan

**Date:** February 2024

**Employment type:** Full time  
Fixed-term contract with flexible work arrangement

**Reports to:** Program Manager

**Number of direct reports:** None

**Leadership Band:** Leads Self

## Purpose of the role:

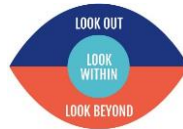
The **Communication Officer** is accountable for the development and implementation of country communication strategy aligned to The Foundation's strategic framework.

The **Communications Officer will own the outcomes of:**

1. Produce communication materials depending upon country office specific needs.
2. Identify good promotional activities and work with Monitoring, Evaluation and Research Officer Senior and Cluster Director to tab them.
3. Contribute to the communication material required by regional / HQ public relation department.
4. Regularly check FHF Pakistan website traffic and update it with the support of country manager and Regional / HQ communication team.
5. Coordinate all visits by donors and ensure their coverage through photography and videography.
6. Act as FHF Pakistan point of contact for local media and build relationship with local media.
7. Support in the development of different reports that country office produces.
8. Train and support relevant country office staff and partners in the development of cases studies from the ongoing projects on a monthly basis.
9. Ensure the proper coverage of events (in country office or field) that country program team organizes time to time.
10. Ensure consistency in all communication material that country office produces.
11. Ensure internal and external meeting actions are recorded and disseminated accordingly.
12. Ensure FHF Pakistan stories/case studies are regularly provided on Yammer and FHF Connect newsletter.
13. Ensure compliance to the FHF and donor branding requirements for the production of different communication material.
14. Other tasks as requested by your line manager

## Our Capabilities:

**As a member of The Foundation Family you will:**



1. Live by the values of The Foundation and support The Foundation's culture, performance and brand.
2. Adhere to all The Foundation's policies and procedures.
3. Strengthen the health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.

## Essential Experience:

- Minimum of 5 years working experience with reputable NGO's
- Knowledge of development sector and its requirements in terms of communication.

## Skills:

- Project management skills
- Ability to meet deadlines and juggle several projects at the same time
- Excellent writing and documentation skills
- Excellent communication skills, including fluency in written and spoken English
- Interpersonal and intercultural sensitivity
- Demonstrated ability to work independently and in a team environment
- Good ICT skills

## Desirable Experience:

- Previous hands-on experience in field of communication at similar level
- Previous experience in health sector

## Qualifications:

Bachelor's degree in communication/social science/public relations or similar field

## The position involves:

This position is recognised as having "Contact with Children" either direct or indirect)

This position does involve "Working with Children" either direct or indirect.)

## Travel:

International & Domestic Travel

## Additional Responsibility:

Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.

This role purpose defines the broad accountabilities of the positions, which may change based on organisational need. Please refer to the divisional, team and individual work plans for more specific details

**To work in The Foundation, you will:**

- Be eligible to work in Pakistan.
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions that are identified as working with children