

ROLE PURPOSE

Role Title: Communication Officer

Division: Global Programs

Location: Islamabad/Lahore, Pakistan

Date: September 2025

Employment type: Full time,

Reports to: Country Manager

Number of direct reports: 0

Leadership Band: Leads Self

Purpose of the role:

The Communication Officer will support the development and implementation of country communication strategy.

The Communication Officer will own the outcomes) of:

- Produce communication materials depending upon country office specific needs.
- Identify good promotion activities and work with program managers and country manager to tab them.
- Contribute to the communication material required by the Sydney public relation department.
- Regularly check FHF Pakistan website traffic and update it with the support of country manager and the Sydney communication team.
- Work closely with the FHF Pakistan M&E and Research Officer to produce programming documentation.
- Regularly upload photos and videos onto FHF PhotoShelter with appropriate requirements and consent forms.
- Coordinate all visits by donors and ensure their coverage through photography and videography.
- Act as FHF Pakistan point of contact for local media and build relationship with local media.
- Support in the development of different reports that country office produces.
- Train and support relevant country office staff and partners in the development of case studies from the ongoing projects.
- Ensure the proper coverage of events (in country office or field) that country program team organizes from time to time.
- Ensure consistency in all communication material that country office produces.
- Ensure compliance with the FHF and donor branding requirements for the production of different communication material.
- Other tasks as requested by your 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 health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute to all interactions.

Essential Experience:

- Knowledge of development sector and its requirements in terms of communication.
- Excellent written and documentation skills including fluency in spoken English.
- Experience in dealing with a variety of Government ministries, local and international donor organizations, and other partners.
- Demonstrated ability to work independently and in a team environment
- Knowledge of health development issues, especially in health systems reforms and advocacy issues in the context of Pakistan.
- Ability to meet deadlines and juggle several projects at the same time
- Interpersonal and intercultural sensitivity.
- Good ICT skills

Skills:

- Understanding of trends and standards in development work in Pakistan.
- Strong understanding of the media landscape in Pakistan.
- Good co-ordination and communication skills;
- Computer literate; experience in database management, and use of Microsoft packages
- Excellent written and spoken skill in English

Desirable Experience:

- Relevant degree and training in relevant field such as communication strategy development, knowledge of project cycle management.
- Previous hands-on experience in field of communication at similar level.
- Linkages with local media outlets and hands on experience in dealing with the local media.

Qualifications:

- Master's Degree in relevant field (Communication /Social sciences / Community Development).

The position involves:

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

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

This position does involve working with beneficiaries, donors and/or partners.

Travel:

Ability to travel locally across the country to collected patient stories and cover different activities.

Additional Responsibility:

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