

Kathmandu University
School of Engineering
Energize Nepal Project

Job Description for IT, Communication and Public Relations Officer

Position:	IT, Communication and Public Relations Officer
Project:	Energize Nepal Project (ENEP)
Position Type:	Contract (Full-Time)
Contract Duration:	1 Year (annual extension subject to satisfactory performance)
Stationed at:	Kathmandu University, Dhulikhel, with field visits as necessary
Immediate Supervisor:	Project Manager, ENEP

Salary and Benefits: According to the qualification of the selected candidate and Kathmandu University service rule, an equivalent position (administrative) will be offered to the selected candidate. The salary and benefit will be as per the standard of Kathmandu University for the offered position. Details will be mentioned in the offer letter.

Desired Qualifications:

- Graduate degree** in a relevant discipline (*preferably 4 year Bachelor in Information Management or Bachelor of Business Information System, or Bachelor in IT and/or Management based other related discipline*) with **minimum of 3 years work experience** in the field of public information and communication;
- An established track record in communications, media outreach, knowledge dissemination and knowledge management practices;
- Excellent verbal and written communications skills in English and Nepali;
- Training and experience in development and use of information management systems and modern techniques;
- Excellent knowledge and skills in computer applications of MS Office, desktop publishing programs, and website design and management;
- Demonstrated experience working in an international context with a variety of stakeholders, such as senior government officials and international development agencies, journalists, policy and decision makers;
- Basic knowledge of the renewable energy sector of Nepal and the region.

Responsibilities and duties:

The IT, Communication and Public Relations Officer will be responsible for development and implementation of information and communication strategies to support the core objectives of ENEP primarily. He/she will be responsible collecting, maintaining database and disseminating information on ENEP projects and activities. He/she will implement the Communication Strategy editing the website, training staff and carrying out the task specified in the Annual Action Plan of ENEP.

- Developing information and communication strategies to support the core objectives of ENEP;
- Developing guidelines for internal communication tools and products to achieve an effective internal communication;
- Keeping ENEP partners and stakeholders informed on the Project activities;

- Assisting in the implementation of seminars, workshops and meetings, and disseminating information at and on these events;
- Developing and putting into action strategies for establishing and maintaining partnerships with local and international media and updating the database;
- Writing, editing, designing and producing analytical reports, articles and other publications;
- Updating ENEP website with important information and Project activities to achieve an effective external communication;
- Drafting press releases, statements, news summaries and written and electronic materials for dissemination to local and international media, as well as to ENEP's networks and partners;
- Organizing regular and ad-hoc briefings, public information events and press conferences;
- Taking a proactive role in conducting substantive research, analysis and information synthesis on gender, peace and development issues related to the scope of ENEP;
- Document success stories and lessons learnt and share them with the Project Advisory Committee, Project partners and stakeholders.
- Any other duty as may be requested