Position Title: Communication & Documentation Officer
Supervisor: Executive Director

Term of Reference

Under the overall guidance and direct supervision of the Executive Director and Director, Programmes, the Communication & Documentation Officer will be supporting the programs to achieve the goal, purpose, outcomes & outputs of the Foundation. He/she will work in close collaboration with the Programs Division to identify & promote visibility of Tarayana Foundation.

Major Tasks:

• Provide technical support and input for consistent documentation and reporting related to all outputs;
• Lead in enhancing media awareness about Tarayana Foundation’s activities;
• Collect different successful events/cases, document it and publish in appropriate media;
• Assist management in organizing events to publicize the Foundations’ accomplishments;
• Responsible for editing and publishing annual progress reports and other relevant documents like newsletters;
• Responsible for developing communication materials that will assist effective implementation at the local level;
• Provide input on documentation and communication issues related to guidelines, manuals or other such documents;
• Responsible for the Foundation’s Social Networking Sites (Facebook, twitter, LinkedIn, Instagram, YouTube & any other relevant sites);
• Lead in preparing overall communication strategies for the Foundation;
• Implement the communication strategy;
• Support Foundation in organizing and managing seminars, workshop, and press conferences;
• Responsible for taking minutes for important meetings like the Board Meeting, annual and mid-year reviews;
• Maintain a repository and archive of Foundation publications, photos, videos, and other audio-visual materials;
• Perform any other duties ad hoc duties assigned by the Sr. Management.
Competencies

Functional competency:

- Demonstrates commitment to Tarayana Foundation’s mission and objectives;
- Exerts strict adherence to rules, regulations and procedures;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Shares knowledge and experiences;
- Actively works towards continuing personal learning, acts on learning plan and applies new acquired skills;
- Ability to perform a variety of specialized tasks related to communications and marketing;
- Ability to establish and maintain contacts with officials at all levels;
- Excellent interpersonal skills and ability to travel to various regions are essential;
- Excellent Oral and written communication skills.

Required Skills and Experience

Education:

- Degree in journalism, communication, sociology or related field

Experience:

- At least 3 years’ experience of working in communication and documentation or related field;
- Demonstrated track record of delivering high quality reports on time;
- Experience of working in a national media related programme would be an advantage;
- At least 3 years’ experience of using office systems software, design & publishing software (In-design, mail chimp, Canvas etc.);
- Some experience in audio visuals will be an advantage; and
- Being a Social Media Savvy will also be an advantage