



## Vacancy Announcement

The International Foundation for Electoral Systems (IFES) is an international NGO that supports the building of democratic societies around the world. With funding from the United States Agency for International Development (USAID), IFES Nepal provides technical assistance to the electoral cycle to enhance citizen participation and strengthen civil society, governance and transparency. IFES is seeking applications from highly qualified, dynamic and competent candidates for the following position:

### COMMUNICATIONS COORDINATOR - 1

#### TASKS AND RESPONSIBILITIES:

- Support the Senior Public Information and Communications Officer with the preparation of written reports and presentations on IFES' program work such as bi-monthly reports, event reports and other periodic publications on program developments;
- Provide written translations of basic documents, presentations, or news articles from English to Nepali and Nepali to English;
- Support the development and implementation of civic and voter education plans, activities, campaigns and messages for the Election Commission, Nepal (ECN), IFES' sub-grantees and other implementing partners, including quality control in the development of inclusive and targeted civic and voter education products (posters, leaflets, radio and television PSAs, and educator tools);
- Promote IFES' social media initiatives, and support partner social media efforts; where possible, support the ECN through providing content to their website and social media posts, and inputs to the layout and functionality of the ECN's website and social media pages;
- Assist in the design, implementation and monitoring of IFES Nepal's support to the ECN's Electoral Education and Information Centre (EEIC) team in civic, voter and electoral outreach; and
- Perform other related tasks as identified by the Senior Public Information and Communications Officer, Country Director and Deputy Country Director.

#### MINIMUM QUALIFICATIONS AND REQUIREMENTS:

- Bachelor level qualification in relevant field.
- Minimum 3 years of demonstrable and relevant experience in journalism, communications, or social media. Working with international NGO is preferable.
- Fluency in English and Nepali, both in written and verbal and excellent communication skills; **ability to type in Nepali strongly preferred.**
- Strong computer skills in Microsoft Office (Word, Excel, Power Point etc).
- Ability to show initiative, good judgment, and resourcefulness and complete tasks with minimal supervision.
- Collaborative, team oriented individual who is willing and capable of working independently where necessary.
- Ability to prioritize, take direction, and remain organized while handling multiple tasks under tight deadlines.

The position is opened for Nepali nationals only and based in Kathmandu with occasional field visits. Selected candidate will be offered a three-month full-time consultancy contract with the possibility to extend as a full-time staff.

Qualified and interested candidates are requested to send their application and an updated CV with name of two references and contact details to: [ifesnepalvacancy@gmail.com](mailto:ifesnepalvacancy@gmail.com) mentioning the position title in the subject line of the email. The application deadline is **4:00 PM, February 27, 2018.**

Only shortlisted candidates will be contacted for an interview and written test. Undue influence at any stage of the processes will lead to automatic disqualification. People with disability, women and candidates from marginalized groups are highly encouraged to apply.