



POSITION DETAILS

Position Title: Communication and Documentation Coordinator (National position)  
Location: Kathmandu, Nepal with intensive field visits to districts  
Department: Program  
Report to: Deputy Chief of Party  
Project: USAID Hamro Samman II  
Duration: Starting immediately, annual contract with possible extension

**BACKGROUND:**

The USAID Hamro Samman II project builds on the successes and lessons learned of the Hamro Samman (HS) project. The new 24-month USAID HS II project will collaborate closely with the Government of Nepal (GON), the private sector (PS), and civil society organizations (CSOs) to reduce trafficking in persons (TIP) in Nepal. Together, these partners will address TIP through three objectives: 1) strengthening federal, provincial, and local government (LG) efforts to combat TIP; 2) improving CSO advocacy and engagement to address TIP; and 3) increasing private-sector partnerships to service TIP survivors and at-risk populations. By convening both public and private stakeholders and refining coordination, capabilities, policies, and systems, USAID HS II will contribute significantly to establishing enduring partnerships and increasing prevention, protection, and prosecution of TIP cases in Nepal.

**POSITION SUMMARY:**

This position is for USAID Hamro Samman II which is the Counter Trafficking in Persons (CTIP) focused project with the support of USAID. Hamro Samman II is being implemented under 5 "P" approach which are prevention, protection, prosecution, policy, and partnership.

**Communication and Documentation Coordinator's** role is pivotal in providing support to USAID Hamro Samman II team members and implementing partners for effective communication by using different electronic means and documenting the project learnings and results. The position will be responsible for developing and implementing the project's communication and outreach strategy and implementation. Similarly, the position will ensure branding marking of the project documents and materials and will oversee the project's external communications and media relations.

Reporting to the **Deputy Chief of Party (DCoP)** and collaborating closely with other members of the Winrock team, the **Communication and Documentation Coordinator** will be mainly responsible for the overall communication of USAID Hamro Samman II Project in accordance with Winrock International's objectives, policies, and procedures. The major function will be to ensure that the internal and external communication are in line with the vision, mission and branding of Winrock International, developing/publishing communication materials, monthly highlights, knowledge management and documentation, social media handling, project report writing and editing, ensuring quality photos for reports, and other essential duties. The position will also work in coordination with Winrock International's Communication

Department and country team and support the Asia CTIP with sending news and photographs. The position will contribute to the capacity building of the USAID Hamro Samman II team and its partner organizations.

## **POSITION RESPONSIBILITIES:**

### **Communication Plan:**

- Collaborate closely with the Deputy Chief of Party (DCOP) and team members to develop the project's communication plan and conduct orientation sessions for all team members on its contents and objectives.
- Take the lead in executing the project's communication plan, ensuring effective communication of project progress and updates both internally and externally.

### **Branding and Marking**

- Ensure that all project staff and partners understand and adhere to USAID's branding and marking requirements. Regularly conduct orientation sessions and offer ongoing support to ensure consistent compliance with branding guidelines.
- Ensure that all project deliverables (quarterly reports, monthly highlights, weekly communications, annual and final reports, learning documents, and other deliverables) for an external audience are appropriately branded and marked as per the USAID's guidelines.
- Ensure USAID's branding and marking requirements in all publications, IEC materials, learning documents, and in any materials used in project related events by USAID Hamro Samman II and project implementing partners.

### **External Communication**

- Manage USAID Hamro Samman II's social media presence and provide technical support to project partners to build their social media presence and effective use.
- Produce social media content based on project events, reports, learnings, and issues that impacts project and do timely social media post.
- Develop the project's external communication materials including press releases, banners, brochures, and promotional materials.

### **Event Coordination and documentation**

- Take leadership in coordinating high-profile project events, ensuring their professionalism.
- Develop strategic talking points and speeches for project COP and talking points as requested by donor.
- Capture quality photographs of ongoing activities and follow the media release form procedures.
- Coordinate with USAID Hamro Samman II Team and Implementing partners to get the events reports and quality photographs of every event.
- Maintain the photographs taken during the different events of the project and archive them in a quarterly basis with photo captions and signed consent forms.

### **Internal Coordination**

- Liaise with Winrock's Home Office communications team for meeting all communication requirements for USAID Hamro Samman II.
- Provide media training to staff and partners in communications and assist in capturing success stories.

- Compile all MEL reports from subawards and compile information for quarterly, annual, and monthly reports/highlights.

### **Production of Deliverables**

- Hold responsibility for the organization and layout of all project deliverables, including but not limited to, quarterly reports, annual and final reports, weekly updates, and monthly highlights.
- Provide compliance check for all deliverables, which includes grammar and content check, fix and/or develop graphics and tables, and ensure the reports comply with WI writing policy.
- Monitor timely completion of report components from supporting units on the USAID Hamro Samman II team.

### **Knowledge and Data Management:**

- Support to USAID Hamro Samman II team and implementing partners to document case stories and success stories.
- Participate in events organized by various stakeholders and share knowledge and insights with project team members and stakeholders.
- Support to USAID Hamro Samman II team and implementing partners to prepare first draft of the document knowledge products, learning documents and relevant documents produced by project, take lead to finalize them.
- Support USAID Hamro Samman II team to utilize research finding by producing knowledge products and briefs to share wider audience.

### **Donor Relations:**

- Actively participate in consultation meetings, workshops, and seminars organized by donors.
- Engage, coordinate, and provide support during donor field visits as requested by project team and donor.

### **Team Collaboration:**

- Work closely with USAID Hamro Samman II team and provide support on communication and documentation related issues.
- Work closely with the project team on finalizing reports, learning documents, and advocacy documents.

### **Others:**

- Collaborate with supervisor and carryout the assigned activity and role to make project documentation and communication robust and effective.

## **POSITION QUALIFICATIONS:**

### **Education**

Master's degree in mass communication and journalism, international development, or related field

### **Technical**

Minimum of 5 years of professional expertise in communication, documentation, public relations, and knowledge of USAID branding and marking requirement.

### **Experience**

- Strong design, editing and visual communication experience.

- Expertise in designing social media content and effective use of project's social media platforms.
- Experience in developing capacity building plans in communications, research, behavior change, development communications, targeting a wide range of stakeholders such as local NGOs, media practitioners, youth groups.
- Experience in developing communication and advocacy plans, materials, and methods, including monitoring the impact of these on target audiences.

### **Skills/Knowledge**

- Ability to engage in desk research to determine communication themes and messaging for advocacy campaigns to prevent TIP.
- Strong training and presentation skills with the ability to represent the project in public fora.
- Excellent networking skills and experience enlisting media practitioners and other key stakeholders in planning and executing major events and campaigns.
- Experienced in utilizing appropriate traditional and social media to achieve objectives.
- Excellent written and oral communication skills in English and Nepali
- Excellent visual, design and formatting skills with strong attention to detail
- Advanced computer skills in Microsoft Word, Excel, Editor, and PowerPoint
- Experience or knowledge of human trafficking, labor migration and related themes preferred.

### **Core Competencies:**

**Professionalism:** Strong knowledge of the relevant technical areas and content writing and editing skills.

**Planning and organizing:** Ability to plan work and manage conflicting priorities.

**Communication:** Excellent spoken and written communication skills, including the ability to liaise with technical staff and present information concisely. Fluency in written in English and Nepali is mandatory.

**Teamwork:** Good interpersonal skills and ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

**Analytical skills:** Ability to analyze information and solve problems with excellent attention to detail.

### **Technical:**

**Computer/Technical Skills:** The Position should have good knowledge of using Word, Excel, PowerPoint, and social media.

### **Communication Skills:**

The Position should have very effective communication skills including written, verbal, presentation both in English and Nepali. He should be a proficient communicator who can put across his views very succinctly and in a palatable manner.

### **Required Travel:**

- Willing to travel 60% at field level and use the office vehicles (car/motorbike) available during the field visit. Use of motorbike will be encouraged and put in priority.

**Position-Specific Skills:**

- Skill and knowledge of handling project communication and leading for social media content design and post.

*Winrock is an equal opportunity employer. We are committed to providing equal employment opportunities for all people and value diversity and inclusiveness. Winrock recruits, employs, trains, promotes, and compensates regardless of race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, national origin, ancestry, citizenship, age, physical or mental disability, medical condition, family care status, or any other basis protected by law.*

*At Winrock we have a clear mission: Empower the disadvantaged, increase economic opportunity, and sustain natural resources through unwavering dedication to accountability, equity, innovation, integrity, and transformation.*

*Winrock knows that its success comes from the hard work and steadfast dedication of its diverse workforce. Winrock remains committed to maintaining diversity, inclusion, and equity across the entire organization.*

*All employees should adhere to USAID and Winrock International's code of ethics, and specifically child safeguarding and trafficking in persons provisions covered in the project agreement.*

**To apply** <https://grnh.se/07bd5c5e2us>

***The deadline for application is April 17, 2024, The Applications will be reviewed on a rolling basis***