



FULL TIME COMMUNICATION OFFICER RECRUITMENT NOTICE

The dZi Foundation seeks a qualified individual to fill the post of communication officer for our Nepal Country Office, starting immediately. The Communication Officer will be responsible for managing institutional learning, spearheading donor and public outreach, and informing strategic decisions. The position will be based between our Kathmandu office and our remote field sites in Khotang, Solukhumbu and Bhojpur, and will require frequent and occasionally extended travel to the field sites.

BACKGROUND:

The dZi Foundation is a small US based INGO that partners with underserved communities in remote regions of the Himalaya to build sustainable locally-driven programs that improve quality of life and increase prosperity for communities and individuals. We accomplish this through helping community members gain the skills, knowledge, and experience necessary to achieve this end themselves.

Our programs incorporate a 'deep development' model that empowers our partner communities to be involved in all aspects of program design and implementation. We work in a focused area of Eastern Nepal and seek to provide long-term and comprehensive support across all development sectors.

JOB PROFILE:

The post is open to Nepali nationals ready to make a long-term commitment to an innovative organization. Applicants must be self-motivated creative thinkers who are able to work without immediate supervision and are eager to spend extended periods of time working with – and learning from - some of the most remote communities in Nepal. The Communication Officer will work closely with the Nepal Country Director and dZi Foundation field staff. He/she also need to work closely with and Engagement specialist to develop the communication strategy. Most importantly, the post will require working without immediate supervision and spending expending periods of time working within – and learning from – some of the most remote communities in Nepal.

RESPONSIBILITIES:

This position is responsible for the following, including but not limited to:

- Leading the implementation of dZi's communications strategy through capturing and sharing media of project activities in the field media including photography, written work, and video and will be shared through various means including print, reporting and social media.
- Promoting the work of the dZi Foundation through local and international print media, social media and the dZi Foundation website.
- Compiling success or impact stories from the field, regularly on need basis

- Build internal communication mechanism & channels for the organization
- Developing social media plans and strategy for effective communication of our work
- Promoting the work of dZi by sharing our impact stories through different dZi social media platforms.
- Supporting Nepal Country Director as needed.

QUALIFICATIONS:

While we favor personality and creativity over experience, candidates should meet the following criteria:

- The applicant must have completed his/her Bachelor's Degree. Preference will be given to candidates with graduate degrees in social sciences or international – related fields.
- Strong written and verbal English and Nepali language skills are compulsory.
- At least 3 years' experience in the I/NGO field. Previous experience with media and communication is a plus.
- Proven experience on content creation for social media platforms.
- Willingness and ability to work closely in remote communities with few facilities or supervision.

COMPETENCIES:

- Proven critical thinking skills and ability to work creatively.
- Excellent interpersonal skills and ability to work closely in an international and diverse team.
- Willingness to understand dZi's methodology and flexibility to work under it.
- Demonstrated honesty and integrity.
- Self-motivation and ability to work independently.
- Skills on story telling.
- Excellent computer skills including high level of competency with Microsoft office, photo and video editing software
- Experience with digital photography and video

The post holder must commit to following the dZi Foundation's personnel policies and procedures, and adhere to the dZi Foundation's core beliefs and values.

Interested candidate who meets the criteria are requested to send their applications along with their CV along with a cover letter, two professional references, and salary expectation to vacancy @ dZi.org with Communication Officer posting in the subject line by September 12, 2021. No phone calls, please.

Only short – listed candidates will be notified.