

Communications Officer

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Company: HelpAge International Pakistan

Location: Islamabad

Category: other-general

Posted date 8th April, 2024 Last date to apply 15th April,

2024 Country Pakistan Locations Islamabad Category Media and Communication Salary 81,840/-

PKR plus other benefits Type Contractual Position 1 Job Purpose: The Communication Officer will be responsible for providing support to the program team in developing and implementing effective communication strategies. The position holder will be responsible for creating and disseminating information, education, and communication (IEC) materials, project promotional material, developing case studies, capturing success stories, designing advocacy, and influencing products such as infographics, capturing videos for success stories, developing quality content for web sites and digital resources. The Communications Officer will provide the HelpAge International country office communications team with updated information and media materials to use in its media work to profile the needs and contribution of older people. Specific duties and responsibilities: Support the development and implementation of communication strategies that promote the organization's programs and activities Develop IEC materials, project promotional material, case studies, and other communication products to support the program team in achieving their objectives Capture success stories and develop content for various communication channels, including social media, website, and newsletters. Produce high-quality videos that capture the impact of the program and its activities Design and develop advocacy and influencing products such as infographics and other multimedia products Conduct research to identify new communication trends and technologies that can be used to improve the organization's communication strategies Develop and maintain relationships with media partners, stakeholders, and other

relevant organizations to promote the organization's programs and activities
Manage the organization's website and digital resources, ensuring that they are regularly updated with relevant and engaging content
Assist in organizing and coordinating events that promote the organization's programs and activities
Support program team in the effectiveness of the organization's communication strategies and provide feedback to the program team
Support in development of communications material and ensure all printing & designed material must fulfil the organization's branding guidelines
Regularly pitch articles, reports, or news stories from the field to Communications Team
Assist and support advocacy officer team in organizing events, development of meeting minutes & reports
Travel to project areas for data collection, case studies development and capturing photographs
Provide support to communications team
Collect, organize and archive all the IEC material of the organization
Contribute in program development especially related to Policy, advocacy and rights
Coordinate with media and write press releases and briefings
Safeguarding Responsibilities:
Preventing harm and abuse from our people, operations and programs to anyone that encounters our work
Report all safeguarding incidents they see, hear, hear about or suspect, using our internal reporting mechanism
Complying with all safeguarding framework policies and practices
Completing mandatory training courses relating to our safeguarding policy framework and comply with HR vetting procedures
Reducing the risk of harm and abuse in the field
Involving communities in the design of programs and complaint response mechanisms, be responsible for implementation and review
Attending specialist field training on safeguarding as required.
Maintaining maps of support services for survivors
Receiving and responding to complainants/survivors and ensuring that no further harm is done, following a survivor-centred approach, using the principles of psychological first aid, and signposting to relevant local services as needed
Reporting all safeguarding incidents, they become aware of
Required qualifications and experience
Master's or bachelor's degree in communications, social sciences, or other relevant area
2 to 3 years of relevant experience
Good knowledge and experience of graphics software e-g Adobe Photoshop, Corel Draw and others
Camera handling skills
Design and technical skills to shoot videos, take pictures, and design multimedia content
Fluent in writing and speaking English, Urdu & Sindhi
Proficiency in using Internet, Microsoft Word, Excel & Outlook
Ability to work independently and take initiatives
Strong organisational and administrative skills
Team working, flexibility and relationship building skills
Problem solving skills in day-to-day and crises situations
Show complete discretion in all matters concerning HelpAge staff#J-18808-

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