**ActionAid International Nepal**

**Terms of Reference (ToR) - Communication Trainee**

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| **Job Title:** | **Communication Trainee** | **Effective date** | September 2019 |
| **Department:**  | Organisational Impact and Communication (OIC) | **Job Family:** | NA |
| **Reports to:** | Impact Assessment & Learning Coordinator  | **Grade:** | Trainee |
| **Location:** | Country Office, Kathmandu |
| **Direct Reports:** | None |
| **Job Role** |
| **Role Overview:** | Support OIC department in preparing both internal and external communication materials. It could be for print publications, social media, website and press releases. The role also includes translating documents from Nepali-English-Nepali.  |
| **Accountabilities** |
| **Key Accountabilities / Responsibilities** | **Key Activities** |
| **Key Responsibilities** | **Publications and IEC Materials** * Support in preparing organisation’s print publications like Annual Report, diary, posters and pamphlets.
* Document internal reports like programme updates, case studies, MCM minutes, Review and Reflection reports.

**Communication material updates*** Support in preparing periodic contents for updating website, stories hub and social media.
* Support in preparing press releases of required events.
* Support in generating gathering information for annual report

**Translation from Nepali-English-Nepali*** Translate the required reports and case stories from Nepali-English-Nepali.

**Others**Any other official tasks as assigned by OIC team members |
| **Learning and Development** | Enhance: * Communication and interpersonal skills
* Teamwork and coordination skills
* Organizational and time management skills
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| **Person Specification** |
| **Education & Certifications** | At least a Bachelor’s Degree in Mass Communication, Journalism or relevant subject; preferably a Master’s degree in a relevant discipline  |
| **Essential Experience** | No prior experience is required; but preferably some practical experience in communication related assignments |
| **Essential Knowledge/Skills** | * Excellent IT skills (mainly Microsoft Office Package) and digital communication tools
* Strong interpersonal and organisational skills
* Prior experience of working with journalists and media sector would be an advantage
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| **Language proficiency** | Fluency in written and spoken Nepali and English |