

TERMS OF REFERENCE (ToR)

I. Position Description

Position Title:	Assistant/Communications Officer
Grade Level:	B-3 or B2 depending on experience
Employment category:	REGULAR – Category 2 as per RENEW SRR 2020
Basic Salary:	Grade equivalent
Benefits, HR deliverables:	As per RENEW SRR 2020
Duty station:	RENEW Secretariat, Thimphu.
Reporting unit:	Program & Services Unit
Immediate Supervisor:	Program & Services Director
Overall Supervisor:	Executive Director

II. Educational Qualifications and Experience

Minimum of Bachelors degree with preferably specialization in the area of public relations, communications, journalism, designing and media studies.

Exhibited experience in social media content management; well versed in designing & editing software; proven photography skills; and excellent written and spoken presentation.

III. Skills, Knowledge, and other requirements

1. Must be able to use video editing software such as Adobe Premier Pro, Aftereffects and Final Cut among others.
2. Must be able to use photo editing software such as Adobe Photoshop, Canva, or other equivalent software.
3. Should be proficient with latest social media management including reporting on latest trends and generating analytical reports.
4. Knowledge of Gender equality and social inclusion prevention and response programming is an asset.
5. Must possess excellent written and spoken skills.
6. Should have strong communication, self-organizational and interpersonal skills.
7. Should be innovative, creative and have a pro-active attitude.
8. Should be able to work in teams.
9. Must be computer literate, including Microsoft Word/WordPress version 6.0 and excel.
10. Local language abilities are an added advantage.

IV. Gender Equality and Social Inclusion

The Organisation upholds highest standards of equality therefore qualified women and persons of diverse background are encouraged to apply.

V. POSITION DESCRIPTION

Core Duties

1. Implement communication programs as per the Organisation's Communication Plan/Strategy.
2. Conceptualize, implement, and report on Communication related program and projects including national events and campaigns.
3. Develop and circulate the Organizational annual reports, brochures, press releases and other publications.
4. Develop and manage the Organisation's Information Education & Communication (IEC) materials including merchandise.
5. Serve as the official webmaster of the Organisation by updating it regularly.
6. Serve as the official photographer of the Organisation.
7. Serve as the official social media contact person by actively posting updates on the Organisation's various social media sites.
8. Serve as the official contact person for media and other partners by organizing media events.
9. Maintain a repository and archive of RENEW publications, photos, videos, and other audio-visual materials.

Secondary Duties

10. Assist the Program Director as and when required.
11. Assist Program staff as and when required.
12. Assist with ICT related work of the Organisation.

Support Duties

13. Contribute toward the realization of Organizational's Resource Mobilization strategy and efforts.
14. Uplift the goodwill of the Organisation through sharing information on programs/services.
15. Contribute towards the smooth coordination and execution of internal rules.
16. Support Organisation as and when needed.
17. Support Senior Management Team (SMT) as and when required.
18. Comply with all the Organisation's Polices & Internal Rules.

VI. Documents required

1. Duly signed cover letter addressed to Executive Director.
2. Resume
3. Copies of Academic transcripts
4. Copy of Police clearance certificate.
5. Copy Citizenship Identity proof.
6. List of minimum 3 referees (non-personal).
7. Copies of training certificates and relevant documents (additional).

VII. Contact Details

Last date for submission with required documents is 5PM, 12th August 2022. Only shortlisted candidates will be approached.

Interested candidates who fulfill the required educational qualifications and experience may apply. Download the Term of Reference. For further queries, contact RENEW Office at 2-332159/334751.