

Terms of References

Project Development and Communication (PDC) Officer

Background

Health Research and Social Development Forum (HERD), a prominent NGO working in the sector of health and social development for the past 13 years. HERD aims to promote evidence informed policies and practices for sustainable development in health, environment and social sectors to improve quality of life. HERD work closely with various stakeholders at local, regional, national and international level. HERD works on the 3E approaches of EFFICIENCY, EXECUTION and EMPOWERMENT.

Purpose of the job

Project Development and Communications (PDC) Officer will primarily be working in the Research Uptake and Communications team and will be a key responsible person for the appropriate and timely planning of new project development and communication activities. S/he will report to the Senior Programme Manager.

This position's primary responsibility is ensuring organisational effectiveness by playing the role of project development, fundraising and external communications focal point of the organisation. This position also contributes on the development and implementation of organisational strategies, planning and practices.

Core Functions:

A. Technical Functions

- a) Track call for research/programme proposals - national (locally) and international and lead proposal development activities in collaboration between research/programme and operations team.
- b) Be proactive in tracking of the funding opportunities by setting the annual targets for number of project proposal development,
- c) Work closely with senior management team to identify and make visit to potential partner organisations to seek funding opportunities. Lead on writing case studies, research briefings, policy briefs and other relevant documents aimed at policy makers and various other stakeholders – including government agencies, development partners and the media
- d) Coordinate communication activities with policy makers and other stakeholders when required; activities could include conferences, workshops and field visits for multiple stakeholders and media outlets
- e) Undertake knowledge management initiatives within the organisation that includes media monitoring, evidence summaries and knowledge exchange workshops, seminars and trainings
- f) Edit and package the project and organisational reports into user friendly formats

- g) Engage closely with Operations and Human Resource Management team in terms of developing and finalising any public announcements – either through print or electronic media
- h) Engage closely with Monitoring and Evaluation team to develop and maintain project database on a routine basis
- i) Coordinate with ICT and M&E team in terms of visualisation of project findings/achievements
- j) Contribute in the development and strengthening of human resources and organisational capacity
- k) Arrange regular meetings with line manager
- l) Perform any other duties as required or requested by line manager

B. Organisational Effectiveness

- a. Contribute ideas and be innovative for the creation and continuation of efficient professional team
- b. Manage planning and implementation functions based on approved plan with valuable suggestions for further planning
- c. Contribute towards the development and growth of the organisation through vision-setting, policy formulation, strategy development, process review and program evaluation
- d. Contribute on driving initiatives in the management team and organisation that contribute to long-term operational excellence

C. Organisational Leadership

- a. Coordinate Idea Interchange – a periodic interaction series on various thematic topics
- b. Participate in different meetings, trainings, workshop and seminars as required for the organization
- c. Contribute to short and long-term organisational planning and strategy as a member of the organisation
- d. Contribute to develop and strengthening of human resources and organizational capacity

D. Administrative Functions

- a. Facilitate in implementation of organisational policies and guidelines effectively and efficiently
- b. Contribute on preparation of programme report to the donors
- c. Complete periodical performance appraisal in close coordination with the Line Manager as well as contribute in the performance appraisal system and facilitate to other team members

E. Communications and Working Relationships

- a. Work in close coordination with Operations and Support, ICT and M&E, Research and Programme team members.
- b. Support to communicate with relevant partners and/or responsible persons to share or correspond relevant information regarding the research projects
- c. Communicate with concerned staff of different level of government agencies for research programme implementation
- d. Communicate with other related I/NGOs and stakeholders
- e. Communicate research programme related and administrative matters to the staff members

Reporting

The PDC Officer will report to Senior Programme Manager.

Duration

This will be a minimum of 12 months contract with possibility of extension. Three months' probation period applies to the position holder.

Working Hours

This is a full time contract with 40 hours of work per week.

Location

At the HERD central office with occasional visits to the districts.

Qualification, Experience and Competencies

Qualification:

- Minimum Post Graduate degree in Communications, Development Studies, Social Sciences or related discipline

Experience:

- At least 3 years of demonstrable experience in reputed organisation with involvement in internal and external communications, grant proposal development, research uptake and knowledge management, research publishing and overall documentation

Competencies:

- Good understanding of organisational etiquette, communications, audience specific dissemination of research findings, grant proposal writing, event management and fundraising activities
- Ability to synthesise and produce evidence summaries for multiple audiences
- Good understanding and practical experience of handling organisational social media handles and official email accounts
- Excellent writing and communication skills, a creative and problem-solving outlook and a passion to deliver
- Ability of working with multi-sectoral government and development agencies.
- Demonstrated ability to work well as a team member whilst demonstrating a genuine appetite for personal learning.