

Annex 2



Rural Health and Education Service Trust (RHEST)

Job Description: Communication Expert

Background

Rural Health and Education Service Trust (RHEST) is dedicated to ending all forms of gender-based violence (GBV), including trafficking and child marriage, and promoting girls' education. RHEST has been supporting the formal education of more than 12000 vulnerable girls in the rural communities in 18 districts of Nepal.

Under the direct supervision of the Executive Director and Associate Executive Director, the communication consultant is responsible for strengthening the overall (internal and external) communication of RHEST and partner organizations in the program districts.

Job Title: Communication Consultant (part-time)

Reports to: Executive Director (ED) and Associate Executive Director (AED)

Works with: The consultant works closely with the team/s of the American Himalayan Foundation (AHF) on the cases and stories of the program-supported girls, and other tasks aimed to make better communication of RHEST and its programs. He works in coordination with the STOP Girl Trafficking (SGT) and In Honor of Amar (Amar) program managers of RHEST. He will coordinate with the other program staff of RHEST on issues that relate to his assignment.

Duties/Assignments

- Prepares cases, best practices, and success stories of the program-supported girls, Alums and advocacy groups, and achievements of RHEST and its programs
- Reviews RHEST's policy documents, including policies, guidelines, plans, indicators, publications from the perspective of communication and suggests areas and provides communication expertise for their modification. Works closely with the IEC Committee of RHEST for the development of IEC materials and publications in Nepali and English. This includes review and editing responsibility
- Helps the executive board, senior management and program teams, partner organizations, Alums, and advocacy groups to prepare advocacy letters, appeals, and memorandums to the concerned authorities and stakeholders at all levels on issues concerning education and empowerment of the girls, GBV, child labor, among others
- Works with the program teams on the periodic progress and event reports
- Supports the preparation of annual organizational report for the Annual General Meeting (AGM) of RHEST
- Identifies the capacity needs and enhances the capacity of the teams of staff and members at the central and district levels by holding formal and informal sessions and discussions on effective communication
- Assesses the communication strategies and approaches of partner organizations, Alums, and advocacy groups from the communication point of view and proposes a communication proposal for making their internal and external communication better, including preparing localized advocacy policies
- Supports the National and International Day/s celebration, and campaigns and advocacy of RHEST, its partners, Alum, and advocacy groups from the communication views
- Contributes to RHEST's good relationship with the government and other stakeholders by mainstreams effective communication strategies for external and internal coordination of RHEST
- Updates RHEST's website and introduces other social media platforms for the dissemination of information related to RHEST's work
- Participates in external programs and events such as the District Project Advisory Committee (DPAC) meetings, social audits, coordination meetings, and campaigns for the purpose of developing cases, stories, and achievements
- Helps expand RHEST's public information and outreach (PIO) activities at all levels
- Contributes to promote knowledge management at the RHEST central and district office by using the tools and strategies of the effective communication
- Works closely with MIS team at RHEST Central Office on the collected data, information, stories, and cases to help mainstream the effective communication skills and analysis in the MIS work
- Makes field visits, also monitoring visits, in the RHEST program districts occasionally

Other roles

- Provides support to the Executive Board in the area of overall institutional communication of RHEST
- Takes other tasks as asked by the Executive Board and senior management team
- Abides by the Code of Conduct, policies, and bylaws of RHEST, in particular for promoting zero tolerance to GBV and discrimination on any ground or when witnessed the cases of GBV, or other threatening issues of the girls and their families.