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Under the Royal Patronage of Her Majesty Gyaltsuen Jetsun Pema Wangchuck

Inspiring personal responsibility and actively involving the people of Bhutan in
Conservation of the Kingdom's Environment

Communications Officer ToR

Position:	Communications Officer
Contract Terms:	5 years
Reporting Line:	Project Coordinator, IKI project
Technical backstopping:	Communication & Education Division
Duty Station:	Thimphu, Bhutan

Primary Responsibility:

To support technical needs in developing IEC materials required for the various programs under the project “Developing Ecosystem-based Solution for Managing Biodiversity Landscape in Bhutan” .

Communications and publication

In close consultation with the respective Project officers and the Project Coordinator, carry out the following tasks:

- Based on the overall project plan, develop communication action plan for the IEC/communication requirements of various programs under the project.
- Design and develop all publications and print requirements to support the project's outputs and outcomes. Finalize such documents (particularly those going out in public domain) in consultation with the organisation's Publication Committee.
- Increase project's visibility through various media and communication platforms. Such activities/materials may include:- press release, promotional materials (audio & print), news feed in Rangzin, social media and others as may be required by the donors. In this respect, collaborate with project staff and define key issues, message and communication channels for public advocacy initiatives.
- Undertake field visits to do audio and visual documentation of the project activities as and when required.
- Prepare and submit advertisement requirements (print & audio) of all programs in the projects.
- Coordinate and liaise with Project staff and print houses or consultancy services to outsource communication and IEC related tasks.
- Identify public information needs and opportunities and apprise the management on those findings.



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- Organize/attend meetings, press briefings and other public events as needed and brief organization through appropriate means.
- Provide input in the design and edit content of the project's articles/news for featuring in organisation's website and ensure that contents are regularly updated.
- Draft press releases, statements, news summaries and ensure print and electronic media coverage of the events.
- Backstop RSPN programs in designing and layout of dissemination and outreach materials.
- Undertake other tasks as required and assigned by the supervisor.

Qualification

- Bachelor's degree in language, journalism, communications, ICT or related experience.
- At least 2 years experience in journalism, communications or related fields
- Skills and knowledge in designing publication/IEC materials and related software.
- Sound knowledge and experience of working with the media and web-based communication
- Excellent written and speaking skills in English and Dzongkha
- Good inter-personal skills and the ability to establish excellent working relationship with colleagues.
- Ability to plan, prioritize and organize work independently.
- Demonstrate resourcefulness, initiative, maturity, diplomacy and advocacy skills.

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