



Terms of References (ToR's)

Inspire Pakistan

Inspire Pakistan is a non-governmental development organization registered with the Securities and Exchange Commission of Pakistan (SECP) under the companies Act 2017. The components of the organization's programmatic framework are education, human rights, refugee affairs, child protection, women and community empowerment.

Mission

"Empowering a culture of Human Rights for sustainable development"

Background

Inspire Pakistan stands as a distinguished non-profit organization dedicated to the implementation of transformative programs within the domains of education, community protection, and social cohesion. Operating in collaboration with esteemed partners such as the United Nations Refugee Agency (UNHCR) and the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), and under the policy direction of the government of Pakistan, Inspire Pakistan has positioned itself at the forefront of fostering positive change.

Inspire Pakistan diligently strives to elevate marginalized populations primarily of refugees and asylum seekers of by instilling a culture underpinned by human rights principles. Through its steadfast commitment to its mission, the organization envisions a future where empowerment is not just a fleeting aspiration but a catalyst for enduring and sustainable development.

The convergence of expertise, passion, and strategic partnerships has endowed Inspire Pakistan with the capacity to not only address the pressing challenges faced by refugees and asylum seekers but also to champion their integration, self-reliance, and meaningful participation within the broader societal fabric. By harnessing the potential of education, community engagement, and social cohesion, the organization is carving a path toward a more inclusive, equitable, and harmonious society.

Inspire Pakistan's multifaceted endeavors stand as a testament to the transformative power of collaborative action. Through its alignment with the donors and Government of Pakistan, the organization is positioned to continue its vital work, channeling hope, resilience, and progress to those who seek refuge and a chance to thrive. With an unwavering commitment to human rights and sustainable development, Inspire Pakistan serves as an exemplar of conscientious activism and enduring impact.

Inspire Pakistan is seeking applications for the following position(s). Eligible applicants should fill the given online application form provided on the website, attaching their updated CV and Self Disclosure Form and submit latest by **30th April 2024**. Only shortlisted candidates will be called for an interview and / or written test. Inspire Pakistan is an Equal Employment Opportunity (EEO) provider. Women and people with special needs are encouraged to apply

- **Islamabad: Communication Officer**

Detailed Job Descriptions are available in this document.

Note: Applications sent with incomplete information will not be entertained. Online application form, CV and Self Disclosure form are integral to be qualified as a successful submission.



Position	Communication Officer
No of Vacancies:	01
Location	Islamabad
Minimum Experience:	4 Years
Minimum Qualification:	Bachelors of Science (Honors)

Summary of Key Functions

Reporting to the CEO through the Project Manager, the Communications Officer will be a key member of the organization to implement an on-the-ground communications strategy. he will be expected to develop strong working partnerships with programme and technical staff to discover, develop and publish impactful stories and branding, visibility products that impact on the people, families and communities that Inspire being serves. These stories of impact will help prominently position Inspire Pakistan among institutional and individual donors, peer organizations, government and unilateral agencies and media. Additionally, s/he will support the development of a range of communications materials for online and offline audiences, including news briefs, fact sheets, blog stories, and publications and liaise with donors, partner organizations and outside contractors, when needed

Job Description

- Report to Chief Executive Officer (CEO), and work in close coordination with the project teams of Inspire Pakistan
- Oversee the implementation of the project's branding, communication and visibility work in coordination with the CEO, programme as well as project teams including publications, website, social media strategies/posts, communication campaigns and all related project visibility to ensure the effectiveness and efficiency of reporting project activities in accordance with the communication and visibility plan
- Prepare press releases for the media and publications for members of relevant government ministries, civil society and the general public as required
- Develop and deliver a social media strategy for the project, including running campaigns, supporting the organization in creating and expanding an online presence and outreach
- Disseminate regular project updates to internal and external audiences and media, including drafting success stories, newsletters, fact sheets, PowerPoint presentations, and other communications materials
- Act as project focal point on all communications by providing frequent reports and updates.
- Coordinate and assure the quality of work with external communication service providers.

Coordinating and Reporting

- Identify the audiences to whom the organizations work and project's progress will be communicated
- Coordinate with programme and project teams to deliver communication plan, including maintaining all training, event and research related visibility
- Review all reports and communications materials to ensure their compliance to donor standards, including donor reports, social media, training materials, event-related publications and all other project visibility
- Support the planning of project activities, ensuring adequate visibility at workshops, training, meetings, public events etc.
- Oversee the work of appraisers and support the production of publications including editorial direction, quality control, design, production and distribution
- Establish and maintain relationships with media outlets.



Visibility Plan and Implementation

- Support in the implementation by identifying and applying appropriate communications tools for various activities and audiences, including training and event visibility, publications, digital content & social media, TV/print media and mass communication campaigns
- Develop mechanisms for conducting periodic data verification to identify gaps in the visibility/communication plan to concentrate on effective communications among its target audiences and wider public audiences through regular updates and suggested topics
- Provide support in preparing project six-month interim reports to ensure that the plan reflects the overall messaging strategies
- Track public participation/contribution to the Project's CVP outputs.

Other duties/Additional Task

- Frequently review field reports (meeting minutes, field visits, monthly reports, etc.) and other similar documents to ensure they meet communication guidelines
- Provide tutorials or other training measures to programme and project team, non-key experts and other stakeholders on communication & visibility guidelines
- Support in the knowledge management of the project by maintaining an internal database of project-related communications material
- Translate reports, texts and material if required
- Performs other duties and tasks at the request of management.
- Perform any other task given by Supervisor.

Job Specification:

Qualification:

- Minimum Bachelor of Science (Honors), preferable Master's degree in an area related to communications, journalism, international relations, media, or a related field

Experience:

- At least 4-6 years of working experience in strategic communications roles, particularly with projects implemented by national/international NGOs and donor organization.

Desired:

- Experience in refugee protections specifically in community-based protection or public policy sector is considered an asset.
- Ability to work in graphic designing software for generating communication products
- Prior experience managing communications and social media for UNHCR funded projects is considered an asset.
- Experience of working with youth, especially Afghan refugees
- Strong analytical skills, oral and written communication and team-building skills.
- Substantial experience in leading teams of national and international experts.
- Ability to produce high-quality reports.
- Ability to work under pressure situations.

Language skills required

- Excellent working level of English language in both writing and speaking.
- Ability to speak Pashto / Dari is an added advantage.
- Strong analytical skills, oral and written communication and team building skills.