

Job Description

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| Job Title | Communications Assistant and Interpretation Support: EU – Nepal Practical Partnership for Technical Vocational Education and Training Reform (TVET PP) | | |
| Strategic Business Unit | Education & Society | Location | Kathmandu, Nepal |
| Reports to | Communications Manager | Pay Band | Consultancy Contract comparable to British Council Pay Band H |
| Duration of job | Fixed term to December 2021 (Extendable subject to contractual requirements and approvals) | | |

PURPOSE OF ROLE

This post will contribute to stakeholder communication for the **European Union (EU) funded** Dakchyata TVET PP programme, granted to the British Council through a delegation agreement for implementation to the value of Euro 14.1 million over five years.

Communication is embedded into the programme using a multi-faceted strategic approach to support longer-term sustainability:

- Stakeholder understanding and cooperation at national and local levels
- Overcoming language barriers to communication
- Project management tool e.g. reporting, conferences
- Public relations e.g. media, press, flyers
- Branding e.g. visual identity, tone and values
- M&E tool i.e. the narrative and the evidence.

CONTEXT AND ENVIRONMENT
The British Council

The British Council is the UK's international organisation for cultural relations and educational opportunities. We create friendly knowledge and understanding between the people of the UK and other countries. We do this by making a positive contribution to the UK and the countries we work with – changing lives by creating opportunities, building connections and engendering trust.

We work with over 100 countries across the world in the fields of arts and culture, English language, education and civil society. Each year we reach over 20 million people face-to-face and more than 500 million people online, via broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body.

The British Council is highly experienced in managing vocational education and training programmes throughout the world. It has extensive experience in managing large TVET projects including financial management, procurement, contract management and monitoring and evaluation. It has supported various governments in institutional reforms and capacity development in TVET sector, organizational restructuring of TVET institutions, quality improvement of TVET and partnership programs for linkages of TVET trainees to various industry employments.

Country Operation

The British Council has had a presence in Nepal since 1959. The British Council office in Nepal has been active in improving the teaching and learning of English, education sector projects and partnership programs, education promotion, UK examination and policy dialogue activities. British Council has also delivered range of Skills programmes in South Asia.

The Project

The Project – Dakchyata TVET Practical Partnership has the overall objective of contributing to Nepal's inclusive and sustainable growth through investment in human capital and by creating better employment

opportunities.

The specific objective is to strengthen and implement more effectively a TVET policy responsive to labour market needs and pilot an integrated Public Partnership Approach in three key economic sectors i) agriculture (commercial farming and food production), ii) construction, iii) tourism, that offer opportunities for promoting the transition to a greener, climate-resilient, low-emission economy.

To achieve the objectives, the following converging result areas respectively engage the widest possible range of stakeholders in the TVET system.

- *Result Area 1 (R1): Quality of TVET provision and implementation scaled-up and made available through outreach to the most disadvantaged ensured*
- *Result Area 2 (R2): Innovative PPP models piloted to enhance the relevance, quality and sustainability of TVET*
- *Result Area 3 (R3): Capacity building and role of GoN in the TVET system enhanced and TVET governance improved*

These three results areas are linked and will require close collaboration to gain the maximum output. This linkage will be ensured through:

- supporting collaboration between the project partners throughout the proposed project activities;
- reinforcing improved governance and policy formulation processes within the appropriate ministries;
- closely linking TVET-PP and other donor-funded TVET projects in Nepal;
- PPP partnership project (R2) activities utilising the TVET provision developed in R1 and the capacity building and other support of R3.

British Council is responsible for results and activities under Result Area 2 and 3 in close coordination with activities under Result Area 1.

The project inception period began on 1 March 2017, with implementation through to the end of December 2021.

ACCOUNTABILITIES, RESPONSIBILITIES AND MAIN DUTIES

The Communications Assistant and Interpretation Support will support the Team Leader, Senior Programme Manager, and Project International Experts to communicate effectively with project stakeholders at national, regional and local levels and will be responsible for the interpretation of project experts views and commentaries in stakeholder communication and related activities of the EU-funded TVET PP programme. The specific duties comprise, but are not limited to, the following:

- Interpret discussions in meetings and workshops on behalf of the Team Leader / Senior Programme Manager, and International Project Experts.
- Provide written translations of papers and documentation in Nepali language to English and vice versa.
- Prepare presentations and basic documentation
- Generate understanding, learning and commitment at all levels and foster engagement between all actors through improved communication .
- Contribute on the design of workshops/other events and ensure best practice communications through appropriate materials and interpretation for foreign experts.
- Support project website maintenance and update web sites' contents.
- Assist the Communications Manager to develop communication materials coordination for a information campaign to raise the status and the attractiveness of TVET across Nepal Ensure different levels of exposure to include:
 - Support media exposure: print (including digital), broadcast (TV and radio advertising), and social media using appropriate Nepalese language
 - Support academic exposure: dissemination of case studies, articles and contribution to journals, as well as the production of publications using appropriate Nepalese language.
 - Support public exposure: participation in public and stakeholder for training; launch events; awareness raising and policy dialogue events; newsletters using appropriate Nepalese language
 - Support branding: logo on all information products; programme brochure; factsheet; roll-up banners;

print publication of reports using appropriate Nepalese language

- Provide administrative support to the Programme Administration Manager for the organization of major events.
- Perform any other admin and support tasks as necessary.

KEY RELATIONSHIPS

- Team Leader
- Senior Programme Manager
- International project experts
- Project Stakeholders
- Other Project Team members
- Government of Nepal / CTEVT

OTHER IMPORTANT REQUIREMENTS

We encourage work life balance. However, occasionally the role may require working unsocial hours.

Location and Duration

The **Communications Assistant and Interpretation Support** will be based in Kathmandu for the duration of the project, with associated country level travel.

The post shall be full time fixed term with possibility of further extension subject to further approvals. The remuneration will be paid on a monthly rate commensurate to experience and national market demand.

The expected start date is the March 2021.

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| Passport/visa and/or nationality requirement. | Nepali |
| Security or legal checks required for this role. | Comprehensive background check |

Person Specification

| | Essential | Desirable | Assessment stage |
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| Behaviours | <p>Being accountable – (More Demanding): <i>Putting the needs of the team or British Council ahead of my own</i></p> <p>Connecting with others – (Essential): <i>Making regular opportunities to understand others better</i></p> <p>Shaping the future – (Essential): <i>Looking for ways in which we can do things better</i></p> | | Interview only |
| | <p>Creating shared purpose – (Essential): <i>Communicating an engaging picture of how we can work together</i></p> <p>Working together – (Essential): <i>Ensuring that others benefit as well as me</i></p> | | These behaviours will be needed to successfully carry out the role, but will not be assessed for recruitment |

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| | Making it happen – (More Demanding): <i>Challenging myself and others to deliver and measure better results</i> | | purposes |
| Skills and Knowledge | <p>Simultaneous interpretation Skills in Nepali to English and vice-versa.</p> <p>Strong verbal and written communication skills in English and Nepalese language.</p> <p>Knowledge and skills for producing communication materials in English and Nepalese language.</p> <p>Good Nepali typing skills.</p> <p>Consecutive interpretation skills in Nepali to English and vice-versa.</p> <p>Communicating and influencing in Nepalese language.</p> | <p>Relevant IT skills.</p> <p>Experience in managing partnerships</p> | Short listing and interview |
| Experience | 2 years' experience of working as an interpreter / translator, preferably with experience in social marketing communications and TVET sector. | | Short listing and interview |
| Qualifications | University Degree in Linguistics (English) or other relevant degree | Degree programme including interpreting skills and studies | Short listing |

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| Submitted by | Pippin Searle, Senior Programme Manager TVET PP | Date | 20 January 2021 |
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Only shortlisted candidates will be contacted. Telephone enquiries will not be entertained.

The British Council are committed to safeguarding children, young people and adults who we work with.

We believe that all children and adults everywhere in the world deserve to live in safe environments and have the right to be protected from all forms of abuse, maltreatment and exploitation as set out in article 19, UNCRC (United Nations Convention on the Rights of the Child) 1989.

Appointment to positions where there is direct involvement with vulnerable groups will be dependent on thorough checks being completed; these will include qualification checks, reference checks, identity & criminal record checks in line with legal requirements and with the British Council's Safeguarding policies for Adults and Children.

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