

**Job Description**

Job Title	<b>Communications Assistant Dakchyata: TVET PP</b>		
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 2022 (Extendable subject to contractual requirements and approvals)		

**PURPOSE OF ROLE**

This post will contribute to achieving communications objectives of the **European Union (EU) funded Dakchyata TVET PP programme**.

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

- 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.
- Social Media management, e.g short and informative posts

**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*

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 began on 1 March 2017, with implementation through to the end of December 2022.

## **ACCOUNTABILITIES, RESPONSIBILITIES AND MAIN DUTIES**

The Communications Assistant will support the Communications Manager and project team to deliver against the project Communications Plan, achieving communications objectives with project stakeholders at national, regional and local levels. The specific duties comprise, but are not limited to, the following:

- Prepare short narratives, written text for digital platforms – websites, newsletters
- Prepare succinct, timely and informative social media posts and youtube
- Contribute on the design of workshops/other events
  - Prepare presentations and basic documentation
  - Prepare participants list, send invite and follow up; prepare confirmed participants list
  - Coordinate with vendor/s, hotels and event management company for design and logistics arrangements
  - Ensure venue branding; logo on all information products; programme brochure; factsheet; roll-up banners; print publication of reports, registration desk set up
  - Prepare notes, meeting minutes, brief event report as necessary
  - Coordination with event management company and hotels for logistics arrangement
- Support project website maintenance and update web site contents.
- Support in media coordination pre and post event/s; media monitoring
- Support in procurement: prepare RFP documents to support comms related procurement processes; launching on the website, conduct market research, follow up with potential clients.
- Support in grantees communication and coordination for events, field visits, information collection, case study preparation, photos and videos preparation as necessary.
- Liaison with official photographer and coordination for the event; ensure collection of pictures and for use in write ups
- Provide administrative support to the Programme Administration Manager as required
- Interpret discussions in meetings and workshops on behalf of the Team Leader / Senior Programme Manager, and International Project Experts if required
- Provide written translations of papers and documentation in Nepali language to English and vice versa
- Perform any other admin and support tasks as necessary.

## **KEY RELATIONSHIPS**

- Communications Manager

- Senior Programme Manager
- Team Leader
- 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** will be based in Kathmandu for the duration of the project, with associated country 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 June 2022.

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

### Person Specification

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

<b>Skills and Knowledge</b>	<p>Skilled in website and social media content development management</p> <p>Have related event management skills</p> <p>Ability to coordinate and collect information from various programme team members</p> <p>Knowledge and skills for producing communication materials in English and Nepalese language.</p> <p>Knowledge of design tools added advantage</p>	<p>Relevant IT skills.</p> <p>Experience in managing partnerships</p> <p>Good Nepali typing skills</p>	<p>Short listing and interview</p>
<b>Experience</b>	<p>2 years' experience of working as an programme assistant/ communications assistant, preferably with experience in social media communications</p>		<p>Short listing and interview</p>
<b>Qualifications</b>	<p>University Degree in Communications, English, social sciences, or other relevant degree</p>	<p>Degree programme including communications studies</p>	<p>Short listing</p>

<b>Submitted by</b>	Pippin Searle Senior Program Manager	<b>Date</b>	30 March 2022
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