

Main Responsibilities

The Manager Communication & Policy, in close collaboration and under management of the PHF Country Coordinator, is responsible for developing, updating, monitoring and managing the implementation of the PHF advocacy and communication strategies on behalf of the PHF membership. This includes advising and contributing to and coordinating the development of PHF positions, managing various communication activities, leading on the communication of PHF positions amongst key stakeholders including national and international media, and the wider humanitarian community, and providing leadership, coordination and monitoring of PHF advocacy priorities. The post may manage consultants and staff in delivering this position.

Advocacy

- facilitate and assist PHF coordinator and Excom in PHF working groups and see to it that the decisions/suggestions are implemented.
- assist in Updating PHF advocacy strategy in collaboration with the PHF membership and Secretariat
- framework
- Coordinates , monitors and updates advocacy messages and initiatives to ensure impact and that PHF’s external advocacy is in line with humanitarian principles
- Monitors PHF advocacy in relation to annual plans and commitments
- Monitors humanitarian activities, contexts and issues relevant to the Pakistani context and utilises it to inform the work of the PHF
- Lead in writing PHF advocacy and policy publications e.g. press releases, briefing notes, etc

Information Sharing

- Liaise with PHF members to collect/support and manage staff in the collection of relevant information for Advocacy/communication activities, based on the current context and needs.
- Ensure the accuracy and quality of information before dissemination
- Identify publications, tools and other resources, available in print or electronically, related to Pakistan or humanitarian interventions that should be available for NGOs information
- Reply to requests from members, researchers and other relevant stakeholders
- Ensure the PHF website is current and relevant through regular updates, with an awareness of potential security issues.
- Analyse PHF website statistics and ensure the PHF website is responding to the requirements of visitors and users, with an awareness of potential security issues

Communication

- In collaboration with the membership, develop and implement the PHF Communication guidelines.
- Lead/support staff in development and compilation of regular PHF updates for key stakeholders
- To work on continuous quality improvement. Assure timely reporting (weekly, monthly, quarterly and annual – both qualitative & quantitative and need based.
- Develop a national and international network with relevant actors (media, academics, NGOs, government etc) working on Pakistan and/or humanitarian issues
- -Develops/contributes to PHF monitoring reports and donor reports
- Build strong media relations and develop proper plans for engagement of media at various events and ensure

proper media coverage.

Other

Perform other duties, as necessary and/or as requested

Represent PHF positively and professionally in both internal and external relations and situations

Person Specifications:

Education

- Master in Mass communication, Media studies Journalism, Public policy or similar. A Bachelor degree with extensive relevant experience may be accepted.

Experience

- 3-5 years of experience working within an international NGOs or similar organization on Managerial role ,

Skills Required

- Commitment to humanitarian principles and actions. Objectivity, impartiality and sense of confidentiality are imperative s
- Knowledge and understanding of the international humanitarian/development system and the mandates of the actors involved
- Knowledge and understanding of the dynamics of the Pakistan and regional context
- Maturity, authority and competence in managing complex priorities and delivering simultaneously on multiple priorities
- Proven ability in developing and leading advocacy strategies
- Innovative & creative (with content development, generation and visualization)Perfect command of computer, internet and usual software (Word, Excel, Outlook)
- Qualified candidates with experience working in Pakistan are strongly encouraged to apply
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Language Proficiency

- Fluent in Urdu and English speaking/writing skills.
- Fluent in any one of the provincial languages.

How to apply

The position is for fixed-term contract of 1 year with a probationary period of 3 months. The further employment is subject to performance and the continued availability of funds.

Candidates who are interested with the position provide their CV with a cover letter and reference list not later than September 16th, 2020 to Email: hr.info2021@gmail.com