



AWAZ-E-NISWAN

Communications Manager

Terms of Reference (TORs)

Introduction

Awaz-e-Niswan (AAN) is a membership-based non-partisan network, incorporated as a non-profit with the Securities and Exchange Commission of Pakistan. AAN aims to increase the visibility and influence of women voters and their issues among duty bearers.

AAN is seeking the services of a Communications Manager to assist them in generating impactful content and enhancing visibility of AAN's strategic contributions.

Scope of Work

The job dimensions are technical, strategic and as well as operational in nature. Understanding the strategic intent of AAN is critically important for the job holder to be able to develop meaningful content for enhancing the image for multiple stakeholders. The job requires communication skills, understanding and experience of protocols, contemporary media and approaches of content design and development.

Key Tasks

- Responsible to produce the communication material to implement the plan as per AAN's agreed communication strategy developed by the consultant.
- Responsible to gather and manage a wide range of information on AAN and its core strategic priorities and helping communicate those in a consistent and persuasive way.
- Support the team with writing and editing needs; manage AAN's annual report; oversee external communications support functions; write and edit press releases, stories, thematic research papers and reports.
- Managing translation work for various documents and communication materials as per community needs
- Manage quality content development for AAN's website
- Help to develop concepts for written materials that may be needed and consult with others to provide guidance on writing priorities.
- Responsible for designing and developing all sorts of publications (print + digital). It includes newsletters, periodic reports, annual reports, case studies and need based documents and reports.
- Develop communication materials and training aids in line with planned initiatives for women volunteers and members under AAN's flagship capacity development initiatives.
- Maintaining AAN secretariat's graphics and image bank and creating graphic content as required.

- Monitoring media coverage of AAN events and keeping colleagues up to date on relevant developments.

Required skills, qualifications and competencies

A communication expert having advanced degree in communications, journalism or any other relevant discipline, with broader knowledge of development sector issues. At least 5 years' experience in the development sector with hands on experience in content writing, editing, designing and publishing high quality communication materials for multiple stakeholders in the international / national NGOs environment.

Dynamic self-starter; highly motivated, comfortable in taking initiatives and able to work with minimum supervision. Women candidates are strongly encouraged to apply.

Period of assignment

The position will begin early December 2020, for a period of 2 years (subject to continued donor support).

How to apply?

Email your CV with cover letter and 'Communications Manager' in subject line by 4 December 2020 to: HR@aan.org.pk