

**Sanjh Preet Organization**

1. **Job Description of Communication Officer**

1. Position: Communication Officer

2. No. of Posts: 01

3. Reporting Location: Head Office Lahore

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| **Job purpose** |

The Communication Officer will be responsible for developing and implementing effective communication strategies to promote the goals, mission, and initiatives of the organization. The officer will work closely with the team to ensure consistent and impactful messaging across various channels.

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| **Key Responsibilities** |

* **Communication Strategy Development:**

 a. Develop and implement a comprehensive communication strategy aligned with the organization’s goals and objectives.

 b. Identify target audiences and create tailored communication plans to reach them effectively.

 c. Collaborate with stakeholders to ensure the communication strategy aligns with their needs and priorities.

* **Content Creation:**

 a. Produce engaging, accurate, and compelling content for various channels, including website, social media, newsletters, press releases, and reports.

 b. Conduct interviews, research, and gather relevant information to develop content that effectively communicates the organization’s work and impact.

 c. Ensure all content adheres to the organization’s brand guidelines and maintains a consistent tone and messaging.

* **Media Relations:**

 a. Cultivate and maintain relationships with media outlets, journalists, and influencers to enhance the organization’s visibility.

 b. Prepare and distribute press releases, media kits, and other materials to media contacts.

 c. Respond to media inquiries promptly and professionally, acting as a spokesperson for the organization when necessary.

* **Online Presence Management:**

 a. Manage the organization’s website and social media channels, ensuring content is up-to-date, engaging, and aligned with the organization’s objectives.

 b. Monitor and analyze social media metrics to track engagement, identify trends, and optimize communication efforts.

 c. Explore new digital platforms and technologies to enhance the organization’s online presence.

* **Internal Communication:**

 a. Facilitate effective internal communication by developing and implementing internal communication strategies, tools, and channels.

 b. Coordinate regular updates, newsletters, and staff briefings to keep employees informed about organizational developments and initiatives.

* **Event Management:**

 a. Support the planning and execution of events, including conferences, workshops, and fundraising activities.

 b. Develop event-related communication materials such as invitations, programs, and presentations.

* **Qualifications:**

1. Bachelor’s degree in communications, marketing, journalism, or a related field.

2. Proven experience in developing and implementing communication strategies for non-profit organizations.

3. Excellent written and verbal communication skills.

4. Proficiency in content creation for diverse channels (website, social media, press releases, etc.).

5. Strong understanding of media relations and experience in working with journalists.

6. Knowledge of digital marketing and social media management.

7. Familiarity with website management and content management systems.

8. Ability to work collaboratively and effectively in a team-oriented environment.

9. Strong organizational and project management skills.

10. Passion for the organization’s mission and commitment to social impact.

**Job Description of Project Field Officer**

1. Position: Project Field Officer

2. No. of Posts: 08

3. Reporting Location: DG Khan and Rajanpur

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| **Job purpose** |

We are looking for a dedicated and proactive Project Field Officer to support the Education project in DG Khan and Rajanpur districts. The Expected outputs of the project are;

* 10,800 lower secondary school children (60 percent girls) resumed education in a quality, safe and protective environment.
* 90 lower secondary schools (60% females) are made operational and safe for the resumption of education.
* 180 teachers and education administrators (108 female teachers/administrators i.e., 60%) trained to provide quality teaching.
* 720 SC members (60% female members) trained for safe reopening and functioning of schools.
* 90 youth clubs established to engage in peacebuilding and social cohesion activities
* 5000 children (60% females) involved in innovative and integrated STEAM education (Science & Technology interpreted through Engineering & the Arts) from grade 6 till grade 8.

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| **Key responsibilities** |

* **Field Coordination:**
* Serve as the primary point of contact for field activities in DG Khan and Rajanpur districts.
* Coordinate and facilitate project activities in line with the project plan and timelines.
* **School Assessment, Restoration and Capacity Building Trainings:**
* Conduct assessments of the damaged schools to identify restoration needs.
* Collaborate with relevant stakeholders to plan and oversee school restoration efforts.
* Ensure that restored schools meet safety and educational standards.
* Arrange teachers and community based capacity building trainings of Schools Councils and Youth Groups etc.
* **Supervision of Construction of Transitional Structure Schools (TSS):**
* Oversee the construction work of Transitional Structure Schools in government schools.
* Ensure that TSS are constructed properly, maintained, and used effectively.
* Monitor and report on any issues or needs related to TSS.
* **Community Engagement:**
* Build positive relationships with local communities and school management committees.
* Promote community involvement and support for project activities.
* Address community concerns and feedback regarding the project.
* **Reporting and Data Collection:**
* Collect field data related to schools.
* Prepare regular progress reports to update the Project Coordinators and Project Manager on field activities and challenges.
* Maintain accurate records and documentation.
* **Logistics and Resource Management:**
* Manage the distribution and utilization of project resources in the field.
* Ensure the efficient use of project assets and materials.
* Assist in the procurement of necessary supplies for field activities.
* **Monitoring and Evaluation:**
* Assist in monitoring the impact and effectiveness of field interventions.
* Collect feedback from beneficiaries and community members.
* Report on any challenges or opportunities for improvement.
* **Qualifications:**
* Bachelor's degree in a relevant field.
* Previous experience in community engagement and project coordination is preferred.
* Strong communication and interpersonal skills.
* Basic knowledge of educational infrastructure and disaster response is an advantage.
* Ability to work independently and in a team.
* Proficiency in Microsoft Office applications.
* Willingness to work in challenging field conditions and travel within DG Khan and Rajanpur districts.
* **Other Requirements:**
* Commitment to the organization's mission and values.
* Valid driver's license (if required for field visits).
* Fluency in local languages and familiarity with the cultural context is a plus.