

Communication and Outreach Associate

Form of Employment: Full-time

Starting Date: 17th August 2020

Duration: 3 months; to be extended based on performance

Location: Islamabad, Pakistan

Background:

Institute of Social and Policy Sciences (I-SAPS) is a Policy Research and Advocacy institute working across Pakistan in a number of research areas, including education, health, disaster risk reduction, and peace and stabilization etc. I-SAPS undertakes multi-disciplinary research, develop human resources, and inform public policies and engage state and market in informed policy dialogues for sustainable development. Research and policy support and services offered by the institute are available to public, private and development sector organizations and their staff. The institute has also designed and implemented a large number of consulting development projects.

I-SAPS is currently seeking the services of a full-time Communication and Outreach Associate for its head office in Islamabad. We are in search of an experienced person who has demonstrated communication and outreach skills and is a team player. The candidate will have served in the development sector in Pakistan and should bring to the table knowledge management, transformation, and presentation skills.

[S]he will work in close coordination with senior program team in order to facilitate and maximize outreach through various communication products. [S]He shall work with a multidisciplinary focus in coordination with teams from diverse thematic areas under tight deadlines. [S]He is expected to identify, balance and pursue competing opportunities for communications and outreach arising out of diverse programmatic activities and research products.

Your Tasks:

As Communication and Outreach Associate, you will perform the following tasks:

- **Outreach of Program Activities and Research Products:** Provide technical support to team leads and other colleagues in planning and developing relevant communication materials aimed at maximizing outreach of programmatic activities and research products. This will also include proactively identifying and capitalizing upon outreach opportunities using appropriate media outlets.
- **Liaison and Networking:** Facilitate liaison and networking with stakeholders by timely developing and disseminating communication products aligned with organization's scope of work.
- **Knowledge Management:** Extract knowledge products, infographics, and audio-visual products from internal and external sources of research and provide feedback on the knowledge produced within the organization from communication standpoint. This will also include development and designing variety of communication products for

diverse audience including public representatives, government officials, academicians, practitioners, and individuals with general interest on the subject.

- Work closely with senior management and program teams in extracting and developing relevant communication products from the literature produced as part of various programmatic activities.
- Design and implement communication and outreach strategy for all thematic areas of the organization. This will also include linking ongoing initiatives to similar efforts at regional and global level and exploring possibilities in coordination with team leads to replicate potential outreach models in local context.
- **Managing Digital Presence:** Plan and manage organization's digital presence, implementing regular and creative campaigns that are timed and synchronized with ongoing programmatic activities. The Associate will also take lead in maintenance of content on official website and other online portals.
- Any other work assigned by the senior management team and supervisor.

Your Skills and Experience:

Required:

- Master's degree or B.Sc. (Honours) in social sciences, public administration, development communications, or a related field.
- At least three to five years of relevant professional experience supporting communication and outreach activities, preferably for an NGO or development sector organization.
- Strong coordination skills with the ability to effectively coordinate with team members, partners, stakeholders and departments.
- Creativity in developing communication products.
- Strong interpersonal, communication and presentation skills with a demonstrable command over written communication.
- Attention to detail and acute appreciation of outreach dynamics of various media outlets.
- Well versed with various tools required for video editing, photo editing, developing infographics, animations and etc.
- Ability to proactively discern branding risks and opportunities.
- Demonstrated ability to deliver within tight deadlines with a strong focus to independently determine, balance and pursue competing priorities.
- Previous experience of working with social media and a track record in securing media coverage.
- Fluency in written and spoken English and Urdu.
- Ability to work as part of a diverse team.

What We Offer:

I-SAPS offers you learning opportunities to work as part of a diverse organization having international and national presence. The remuneration will be finalized based on prior experience and candidate's core competencies.

How to Apply:

If you are interested in applying for this position, please send your application (cover letter and CV) to info@i-saps.org. Please include “**Communication and Outreach Associate**” in the subject line. The candidate may also apply for this position by post mail if possible, please find our address details below.

The closing date for sending your applications is **10th August 2020**. We encourage early applications, as the position may be filled before the deadline has been reached. Please note that only shortlisted candidates will be contacted for an interview. I-SAPS is committed to diversity and does not discriminate in employment based upon gender.

Institute of Social and Policy Sciences (I-SAPS)

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