



Communications and Outreach Associate

Form of Employment: Full time

Location: Islamabad, Pakistan

Background:

The 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, disaster risk reduction, peace and stabilization, health and climate resiliency. I-SAPS undertakes multi-disciplinary research, develops human resources, informs public policies and engages the state and market in informed policy dialogues for sustainable development. Research, policy support and services offered by the institute are available to public, private and development sector organizations and their staff.

I-SAPS is seeking the services of a full time Communications and Outreach Associate for its head office in Islamabad. I-SAPS seeks an individual with experience in strategic communications and outreach and can convey the policy insights of I-SAPS in an effective manner to key target audiences. The candidate should possess the capacity to comprehend the technical details of the policy analysis that I-SAPS carries out and be able to extract insights for the consumption of both technical and general audience segments.

As a Communications and Outreach Associate, you will play a pivotal role in developing and implementing effective communication strategies, enhancing our organization's visibility, and engaging with key stakeholders. Your primary focus will be to promote our research initiatives, projects, and findings to various audiences, including policymakers, media, and the general public. You will work closely with researchers, project teams, and senior management to effectively convey our mission, objectives, and findings.

Tasks and Responsibilities:

As a Communications and Outreach Associate your tasks would be the following:

- **Develop and Implement Communication Strategies:**
 - Create and execute comprehensive communication plans to effectively convey research initiatives, projects, and findings. This would also include identifying target audiences and developing tailored messaging and materials to engage and inform different stakeholders.



- **Creation of Information Products:**
 - Create information products such as articles, briefs, and blog posts which convey the insights of I-SAPS' work to both technical and general audiences.
- **Creation of Visual Information Products:**
 - Create information products which are primarily visual in nature such as infographics, and short videos.
- **Liaison and Networking:**
 - Facilitate liaison and networking with stakeholders by timely developing and disseminating information products aligned with the organization's scope of work.
- **Social Media Management:**
 - Manage the social media handles of I-SAPS and use them as avenues of disseminating information products.
- **Stakeholder Engagement and Outreach:**
 - Collaborate with internal teams to identify key stakeholders and develop engagement strategies.
- Any other work assigned by the senior management team and supervisor.

Values and Competencies

Core Values:

The following values form the foundation of I-SAPS' internal culture and alignment with them is a necessary prerequisite for consideration:

- Human Dignity
- Respect for Diversity
- Honesty and Integrity
- Transparency

Required Skills and Experience:

The following skills and experience will be required to be eligible:



- Minimum Bachelor's or above in communications, public relations, journalism, social sciences or a related field.
- Demonstrated professional experience in communications, public relations, or a similar role.
- Excellent storytelling and content creation abilities, with the capability to translate complex research concepts into engaging and accessible narratives.
- Proficiency in utilizing various communication platforms and tools, including social media, content management systems, and graphic design software.
- Minimum 2-4 years experience in the relevant field.

Functional Competencies

- Strong written and verbal communication skills, with exceptional attention to detail and accuracy.
- Ability to work independently, prioritize tasks, and manage multiple projects simultaneously.
- Strong interpersonal skills and the ability to collaborate effectively with diverse stakeholders.
- Knowledge of current trends and best practices in communications, outreach, and digital media.

What we offer:

I-SAPS offers meaningful opportunities to work as part of a diverse organization having international and national presence. As part of a team of renowned experts and researchers, you will have the opportunity to contribute to meaningful research initiatives and communicate findings to diverse audiences. Furthermore, you will play a role in informing the policy making process in Pakistan. 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 hrs@i-saps.org. Please include "**Communications and Outreach Associate**" in the subject line. 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)

Street Address: 12-Mauve Area, G-8/1, Islamabad, Pakistan Mailing Address: P.O. Box: 1379, Islamabad UAN: +92-51-111-739-739 Fax: +92-51-2289425