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Royal Society for Protection of Nature

Under the Royal Patronage of Her Majesty Gyaltsuen Jetsun Pema Wangchuck

Inspiring personal responsibility and actively involving the people of Bhutan in
Conservation of the Kingdom's Environment

Communications officer ToR

Position:	Communications/ICT Officer
Contract Terms:	5 years extendable based on performance
Reporting Line:	CMD
Duty Station:	Thimphu, Bhutan

Primary Responsibility: To ensure smooth functioning of IT system of the organization, maintenance of website and adequate publicity of RSPN programs at national, regional and international level through issue of news letter, annual report and posting of news and articles on regular basis.

IT services:

- Provide technical advice and support for procurement of IT related gadgets of the organization
- Provide support and training on basic IT application for the staff
- Maintain and provide un interrupted internet services to RSPN programs
- Update all necessary computers software on regular basis to increase efficiency in its function
- Explore and install anti virus on all computers belonging to RSPN on regular basis
- Develop appropriate software for increase efficiency and effectiveness of program delivery and communication in consultation with PDD and other programs
- Create, update and maintain RSPN information repository
- Support JKERC in management of RSPN online resources

Communications and publicity

- Assist CMD Coordinator in strategic communication planning and implementation to increase RSPN's visibility.
- Assist delivery of all publication, news letter annual report to respective recipient including donors and supporters
- Spearhead development of fund raising materials in consultation with Executive Director and communication Coordinator
- Keep RSPN members update on the programs of RSPN through regular issues of materials
- Collaborate with other programs and program staff and define key issues, message and communication channels for public advocacy initiatives.



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- Establish and maintain effective working relationships and communication channels with mass media representatives, news services, editors, etc., to encourage accurate and favorable reporting of the organization's activities.
- Identify public information needs and opportunities and apprise the management on those findings.
- Organize/attend meetings, press briefings and other public events as needed and brief organization through appropriate means.

Publication

- Provide input to all major organizational documents to ensure they are well written and clearly communicating the messages.
- Oversee the design and edit content of the website and ensure that contents are regularly updated.
- Draft press releases, statements, news summaries and ensure print and electronic media coverage of the events.
- Backstop RSPN programs in designing and layout of dissemination and outreach materials.
- Undertake other tasks as required and assigned by the supervisor.

Qualification

- University degree in language, journalism, communications, ICT or related fields.
- Experience in journalism, communications, public relations
- Sound knowledge and experience of working with the media and web-based communication
- Excellent knowledge and experience in web designing and maintaining
- Excellent written and speaking skills in English and Dzongkha
- Good inter-personal skills and the ability to establish excellent working relationship with colleagues.
- Ability to plan, prioritize and organize work independently.
- Demonstrate resourcefulness, initiative, maturity, diplomacy and advocacy skills.

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