



## JOB DESCRIPTION PUBLIC ENGAGEMENT ASSISTANT

### 1. IDENTIFICATION

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|-------------------------|--|
| Position Title          | Public Engagement Assistant  |
| Position Identity       | B2 to B1 in BNMT Nepal structure (depends upon qualification/experience) |
| Work Unit               | Programmes   |
| Reports to              | Public Engagement Officer  |
| Project responsible for | All programmes   |
| Supervises              | N/A  |
| Coordination            | PEO, PMs, DPCs, RA, HRAM, SFO, CFO and media                             |
| Job Location            | Kathmandu  |

### 2. PURPOSE

#### **Purpose of the Job Position**

Public Engagement Assistant is primarily responsible for supporting the Public Engagement Officer (PEO) in implementing the Wellcome Trust Funded COVID Kurakani project, developing the annual report for 2021/22, updating of web articles and formatting policy and project briefs. The Public Engagement Assistant will also assist in public engagement activities including event planning and administration.

### 3. RESPONSIBILITIES

#### **MAJOR RESPONSIBILITIES**

##### **Public Engagement**

1. Support PEO for updating all the websites managed by BNMT and social media as and when needed
2. Assist in arranging logistics in coordination with admin department for Public Engagement meetings/workshops;
3. Development of annual report materials for 2021/22- liason with contributors, selecting photographs
4. Assist PEO to organize workshops and discussions with communities
5. Travel to project districts for public engagement activities as required
6. Support PEO for translation and proof reading of relevant project documents
7. Assist PEO to draft project reports and budgets
8. Contribute ideas and material for the BNMT Nepal website and other publications
9. Assist PEO to design media packages to provide health information such as booklets, brochures, posters, TV and radio programme

### **COVID kurakani project**

1. Assist in the implementation of the COVID kurakani project as advised by PEO
2. Support in preparing and maintaining list of stakeholders and audiences for COVID kurakani panel discussion and contacting these stakeholders and audiences if and when required
3. Support PEO in preparing the EDGE analysis and public engagement strategy for BNMT
4. Support in scheduling appointments, consultations and attendance at meetings
5. Keep records of all information related to project for documentation to support audit purpose as per BNMT NEPAL rules

### **Administration**

1. Curating BNMT archive and choosing appropriate photos to support media from the archives
2. Answer phone calls, schedules meetings and supports visitors.
3. Identify public engagement funding opportunities and support PEO in grant writing
4. Carry out administrative duties such as photo copying, printing, filing, scanning etc.

### **Others**

1. Maintain and strengthen the standard of work and credibility of the organization in and outside of office;
2. Carry out any duty within the scope, spirit and purpose of the job assigned by the SMT of BNMT NEPAL.

## **4. QUALIFICATIONS**

### **Qualifications**

#### **4.1 Education and Experience**

- Bachelor's degree in management, development studies, media studies or relevant discipline

#### **4.2 Knowledge**

- Experienced in relevant computer applications
- Social Media awareness, diplomacy and aptitude
- Creative approach to visual design of print and social media
- Desire to interact with and work with a range of local communities
- Organised and competent administrative approach.

#### **4.3 Skills**

- Excellent interpersonal skills, liason and networking;
- Good communication skills in both English and Nepali;
- Sensitive to stakeholder perceptions
- Ability to manage time effectively.

## **5. WORKING CONDITIONS**

### **5.1 Physical Demand:**

- Working long hours in front of a computer/screen;

