



KHYBER PAKHTUNKHWA HEALTH FOUNDATION



JOB DESCRIPTION

Communication, Advocacy & Mobilization Specialist

Key Responsibilities:

1. Develop and implement a communication strategy for Khyber Pakhtunkhwa Health Foundation.
2. Develop content and write-up for press releases ready for display on the Khyber Pakhtunkhwa Health Foundation's website and other media formats.
3. Develop communication material for feeding blogs, vlogs, newsletters, reports etc.
4. Acquire and maintain a detailed knowledge of the Khyber Pakhtunkhwa Health Foundation's policies, principles, strategies & projects and keep up-to-date with relevant developments.
5. Arrange and coordinate press conferences and plan events as and when asked.
6. Facilitate the resolution of disputes with internal and/or external stakeholders.
7. Work on internal and external communication to generate ideas and content for print, electronic & social media.
8. Build and maintain relationships with media personnel and key external stakeholders.
9. Develop Khyber Pakhtunkhwa Health Foundation advocacy strategy and conduct stakeholders mapping.
10. Develop evidence-based analyses papers, briefs, key messages, articles, presentations and other documents for internal and external use.
11. Represent Khyber Pakhtunkhwa Health Foundation in advocacy groups/forum and attend meetings when asked.
12. To have good working relationship with sector leads and partners setting advocacy grounds.
13. Networking with relevant stakeholders to represent Khyber Pakhtunkhwa Health Foundation point of view with relevant audience.
14. To conduct field visits in order to identify success stories and their dissemination through appropriate channels.
15. Devise mobilization strategy and orient Khyber Pakhtunkhwa Health Foundations team and its partners.
16. Extend support to the mobilization team in identifying target communities and groups to achieve desired goals.
17. Conducting awareness raising sessions.
18. Perform any other task assigned by the competent authority.

Key Qualification & Skills:

- Master's degree in Journalism, Mass Communication or equivalent qualification in relevant discipline from local/national/international universities duly recognized by HEC.
- At least 07 years' experience, after acquiring stipulated qualification, in leading Communications, Advocacy and Mobilizations related programs, at the national level or with the International Organizations / Donor projects.
- Experience of public sector and donor funded projects is highly desirable.
- Excellent report writing skills, Proficient in MS Office and strong verbal and communication skills.

Maximum Age limit: 40 Years

Reporting Authority: Managing Director

Duration of the contract: 3 Years