JOB DESCRIPTION - COMMUNICATIONS OFFICER CUM
COORDINATOR OF COMPONENTS C & D

Post title: Communications Officer cum Coordinator of components C and D
Post level: Project Coordinator
Reporting line: National Project Manager
Contract: Fixed-term, full time

Job purpose: Serve as the project communications focal point, ensuring the project contacts with all the counterparts inside and outside the Ministry. Assist NPD and NPM in communications works and dissemination of the project activity results, thus enhance the pervasion of project results, develop and maintain the image and effect of the project as well as of the donors. Besides, the incumbent also assist the project management in managing and coordinating component C activities and monitoring component D activities.

Duties and responsibilities:

1. Project information and communication work
   a. Serve as project communications focal point, ensuring and maintaining the smooth information flow and cooperation between the project and the counterparts inside and outside the Ministry (including the press, donor community etc).
   b. In charge of planning and serve as focal point for the implementation and quality monitoring of all communications activities within the project framework (including the support to the development of MARD communications policy and communication action plan; the project communications plan and detailed annual and quarterly plans).
      Specifically:
      i. Be responsible for preparing TORs for rental of services for project communications activities.
      ii. Take the major responsibility in organizing information and communications activities for all project components.
      iii. Update periodically project information on the Ministry’s PAR webpage. Broadcast project activities according to the approved workplan.
   c. Lead the drafting of periodical reports/newsletters on PAR/project activities and project thematic reports for communications purposes. Draft press releases for important project events.
   d. Prepare progress reports on the project communication work.
   e. Be responsible for designing the project information database system, provide necessary monitoring and support to ensure the project reports,
databases, materials and information be updated adequately and accurately.

f. Assist NPM in establishing and maintaining the linkages and cooperation with other concerned programmes and projects at both central and local levels.

2. Perform the role of coordinator for component C. Namely:
   a. Develop specific annual, quarterly and monthly workplans for component C.
   b. Develop TORs for consultancy and external services hiring under component C.
   c. Serve as focal point for arranging working meetings between international and national consultants and concerned agencies on the component related issues.
   d. Draft progress reports and thematic reports within the responsible component.
   e. Coordinate with project staff and consultants in organizing conferences, workshops, training and communications activities.

3. Be responsible for monitoring the implementation of component D activities. Specifically:
   a. Coordinate with the counterparts in the implementation of component D activities, to ensure that the implemented activities achieve expected results according to the project workplan, in terms of both quantity and quality; the government and donors regulations were strictly observed in work planning, periodical progress reporting, needs identification and component procurement plan development. Promote the national ownership of the counterparts.
   b. Assist the unit responsible for component D implementation in consultancy selection, in particular international consultancy if requested.
   c. Coordinate with M&E Officer in establishing M&E indicators for components C and D.

4. Perform other duties as assigned by NPM.

Qualification requirements:

- University degree in communications, economics, development, public relations, agriculture and rural development, public administration.
- Minimum of 5 years experience in communications, development or management.
- Knowledge and skills in information collecting and processing, editing and public relations.
- Experience in organizing events, workshops, conferences, training.
- Experience in M&E planning and coordinating the work implementation.
- Work experience with development projects would be an advantage.
- Knowledge of agriculture and rural development area would be an asset.
- Fluent command of English.
- Press and report writing skills.
• Excellent communications skills
• Ability to work independently and coordinate well in team.
• Problem solving skills

Competence in computer and office softwares (MS office applications)