



Vacancy announcement

Communications and Outreach Associate

Date posted: 3 September 2020

South Asia Watch on Trade, Economics and Environment (SAWTEE) is a regional network that operates through its secretariat in Kathmandu and member institutions from five South Asian countries, namely Bangladesh, India, Nepal, Pakistan and Sri Lanka. The overall objective of SAWTEE is to build the capacity of concerned stakeholders in South Asia in the context of liberalization and globalization. Policy research and dissemination, capacity building, and policy advocacy are SAWTEE's major strengths.

SAWTEE is looking for a young, dynamic, and dedicated Nepali citizen for the position of Communications and Outreach Associate at its office in Kathmandu.

Job description

Website management

- Undertake full responsibility of SAWTEE's website management. This includes suggesting changes to make the website more presentable in line with evolving website management practices, updating the website regularly and showcasing SAWTEE's work through the website effectively.
- Deploy innovative ways to increase traffic to SAWTEE's website.

Outreach

- Handle SAWTEE's mailing list and regularly reach out to SAWTEE's partners, readers and other stakeholders to provide information and updates on the organization's works such as projects, events and publications.
- Provide instrumental support in organizing events such as seminars and workshops, including those organized through virtual platforms.

Social media

- Provide SAWTEE's updates regularly through social media platforms such as Facebook, Twitter, YouTube, LinkedIn, Instagram, etc.
- Make SAWTEE's work visible on social media platforms regularly through innovative ways.
- Enlarge SAWTEE's social media base and make effective use of social media platforms for communication and outreach.

For all the above assignments, the successful candidate needs to prepare baselines and meet the targets set by the Executive Director and monitor progress as well as report on a monthly basis.



Required skills

- Strong command over English and Nepali languages in all three areas: writing, reading and speaking.
- Excellent computer and information technology (IT) skills, especially website management and use of social media tools.
- Excellent email communication skills.
- Experience in event management.
- Good designing skills with a good aesthetic sense to prepare communication materials such as e-pamphlets, e-brochures, e-cards, etc.

Qualification and experience

- Bachelor's Degree in mass communication or a subject related to SAWTEE's area of work.
- Fair understanding of economic, trade and development issues.
- Prior experience of communications and outreach work.
- Ability to proactively work with a diverse team and often under tight deadlines.

Interested candidates are requested to send their applications along with recent curriculum vitae through email at sawtee@sawtee.org with the subject line: "Application for the position of Communications and Outreach Associate" by 30 September 2020, 5:30 pm.

SAWTEE offers competitive salary and benefits. The position is initially for a one-year period with possibility of extension. There will be a three-month probation period.

Qualified women candidates, and candidates from marginalized groups are encouraged to apply.

Shortlisted candidates will be called for a written test and interview. Personal inquiries will not be entertained.

SAWTEE reserves the right to accept or reject any application without assigning any reasons whatsoever.