

## **TERMS OF REFERENCE**

<b>Position:</b>	Young Professional Officer L&KM
<b>Department:</b>	Learning and Knowledge Management
<b>Supervisor:</b>	Team Leader L&KM
<b>Contract:</b>	Fixed Term (extendable)
<b>Location:</b>	Islamabad

### **General Scope of Work:**

The YPO L&KM will be responsible for providing support to team members on research, technical assistance, knowledge sharing and partnerships. To provide thought leadership, and capture and share learning from experience. To mobilize the best available expertise, locally, nationally and internationally, to respond to governments' requests for assistance; fill gaps in the evidence base; make knowledge more widely accessible; and to help make available informed, participatory policy design and delivery to Line Manager.

### **ROLES & RESPONSIBILITIES**

#### **A. Operational (General/Administrative):**

1. Work in collaboration with the Manager to ensure service delivery
2. Work in line with the organizational procedures
3. Facilitate routine activities of the department
4. Safeguard organizational interests at all times
5. Compliance with organizational policies and regulations
6. Following QMS guidelines to ensure branding
7. Ensure timely delivery of the projects

#### **B. Functional (Task Specific):**

1. Help insure thorough implementation of LEAD Pakistan's Communications Strategy in all print and electronic dissemination, nationally and internationally.
2. Organize the development of print and electronic publications and provide quality control in line with the organization's corporate identity standards.
3. Help in creating and maintaining publication schedules with varying formats/styles.
4. Maintain process and analyze data and information related to LEAD Pakistan's projects, Occasional Papers, Discussion Papers, Research Studies, Case Studies, Infographics, Newsletters and Updates
5. Ensure that regular publications (as mentioned above) are printed following the timelines.
6. According to a set schedule, ensure weekly dissemination of Research Studies and other publications including Infographics through different modes of communication (LEAD mailing lists, website and social media, i.e. Facebook and Twitter)
7. Regularly promote LEAD events and research on social media (Facebook and Twitter) to increase outreach and engage stakeholders from media, academia, government, private sector and NGOs
8. Coordinate with IT Department to ensure LEAD mailing list is up-to-date and relevant.
9. Hold quarterly meetings with LEAD's Strategic Communications & Outreach Committee to update them on the progress of Communications Strategy and follow advice to refine/improve the Strategy.

10. Regularly respond to media and other communications-related requests from various stakeholders.
11. Manage LEAD Pakistan's bi-monthly Leading Perspectives series of expert seminars on Managing Shared Basins and other events, as required.
12. Support Project Management Office in disposal of assignments and deliverables involving research activities.
13. Coordinate with contributors, editors, designers, communication firms, and printers to ensure all projects get completed on time.
14. Employ quantitative and qualitative analysis techniques to determine the effectiveness of LEAD Pakistan's current communications operations.
15. Attend important meetings and agency events as required.
16. Assist in preparation of speeches, presentation, articles, reports, seminars and meetings
17. Write, edit, proof materials when assigned.
18. Other duties and responsibilities assigned by the Unit Manager

**C. Symbiotic (Cross-Functional):**

1. Help the Manager to develop/refine methods for internal communications (Units/Depts./Projects)
2. Work in unison with other departments/units
3. Cooperate with internal/external auditors during audits and ensure proper follow up on recorded recommendations/observations.
4. Attend status meetings, as and when required

**Professional Requirements:**

1. Individuals with a minimum of 2 years of professional experience will be given preference.
2. Excellent report writing and presentation skills are a must
3. Strong oral and written English communication skills required.
4. Ability to meet targets within tight deadlines
5. Result-oriented team player and leader
6. Should be able to work independently and with minimal supervision
7. Sound judgment, flexibility, adaptability and cultural sensitivity.
8. Proficiency in MS Office Suite required.

**Qualification Requirements:**

Minimum: Master's degree in social sciences or related discipline from a recognized university. Individuals with higher level of academic standing and record will be given preference.