



Vacancy Announcement (Announcement Number: 20-03)

USAID/Nepal invites applications for employment from all interested and qualified candidates for the position of Development Outreach & Communications Team Lead in the Program and Project Development Office, under a Foreign Service National (FSN) Personal Services Contract (PSC) subject to availability of funds.

OPEN TO: All interested and qualified candidates

POSITION: Development Outreach & Communications Team Lead -FSNPSC -11

OPENING DATE: April 22, 2020

CLOSING DATE: May 6, 2020 – 5:00 P.M Kathmandu time

WORK HOURS: Full-time; 40 hours/week

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTION OF THE POSITION:

The Development Outreach Communications (DOC) Team Lead reports directly to the Director of the Program and Project Development (PPD) Office or his/her designee. He/She advises USAID, USAID implementing partners, and U.S. Embassy colleagues on foreign assistance outreach and communications. He/She will support the work of the Mission by liaising with all technical teams and implementing partners in the development and implementation of the Mission's overall communications strategy and to promote U.S. foreign assistance in Nepal.

Through targeted investments, USAID partners with Nepal to ensure the country's transition to a more stable, inclusive, and effective federal democracy, based on international norms and free from malign influence. We help Nepal meet the needs of its most vulnerable through expansion of education, health services, and economic productivity. By elevating Nepal's ability to mitigate, prepare for, respond to, and recover from shocks, USAID supports a disaster resilient Nepal that is well positioned for sustainable development. Within this context, the DOC Team's objective is to raise public awareness of, and build support for the USG's foreign assistance goals, efforts, and achievements with a specific focus on USAID. With the rapid development of communication technologies and new forms of media, it is imperative that USAID/Nepal remain on the forefront of conceptualizing and implementing innovative approaches to reaching target audiences. The DOC Team Lead oversees the planning and implementation of an effective and measurable communications strategy that helps USAID achieve its ambitious Development Objectives.

REQUIRED QUALIFICATIONS:

- a. **Education:** A minimum of a Master's degree is required. A major in journalism, communications, public relations or affairs, English, international relations, international development, public administration, development/area studies, social studies or related field is required.

- b. **Prior Work Experience:** A minimum of seven years of professional experience in a related field is required.
- c. **Post Entry Training:** Agency's established policies, procedures, and regulations that cover: 1) Programming Foreign Assistance (PFA) 2) basic procurement, particularly related to purchase orders; 3) Development Outreach Communications training; 4) Supervision/Leadership training; 5) Ethics training; 6) Cyber Security Training; 7) Equal Employment Opportunity training.
- d. **Language Proficiency:** Demonstrated written and spoken fluency in English and Nepali is required; candidate must meet level IV proficiency.
- e. **Job Knowledge:** Word processors such as MS Word, Excel, PowerPoint, Google Docs; photo and design skills/experience in graphic tools such as Photoshop. Knowledge in international development, international relations, and public relations.
- f. **Skills and Abilities:** Good coordination, teamwork, adaptability, and organization skills within a multicultural work environment. Ability to manage several tasks simultaneously and to work effectively under pressure is a must, as is the ability to take initiative and be creative. Strong public speaking and presentation skills; media relations experience; excellent writing skills in both English and Nepali; and skills in social media engagement. Experience in videography and basic editing of videos is desired. Other management skills include: leadership skills to effectively supervise two (2) communications and outreach professionals; ability to follow the Agency's Code of Ethics and Conduct; skills in representing the Agency among senior USG and Government of Nepal Officials; and the ability to handle procurement-sensitive information with the necessary discretion.

A detailed job description for the position can be obtained by visiting USAID/Nepal's website at <http://www.usaid.gov/nepal/careers> or by requesting USAID/Nepal's Human Resources Office (USAIDNepalHR@usaid.gov).

Interested applicants should submit a cover letter and a resume - not to exceed 3 pages - and any other documentation that addresses the qualification requirements of the position as listed in the full job description. Please provide names of three references and their contact numbers and email addresses as well. Please send your application to the attention of USAID/Nepal Human Resources Office, U.S Embassy Maharajgunj, G.P.O. Box. 295, Kathmandu, Nepal. Applications may be sent electronically to: USAIDNepalHR@usaid.gov

Only short listed applicants will be contacted to participate in the hiring process.

USAID/Nepal is an equal opportunity employer committed to a staff composition that reflects the social and ethnic diversity of Nepali society. We believe that social inclusion and diversity contribute to excellence. Applicants from disadvantaged castes, under-represented ethnic groups, and women are especially encouraged to apply.