साझा शिक्षा ई-पाटी नेपाल
Open Learning Exchange (OLE) Nepal

Terms of Reference(TOR)
Open Learning Exchange (OLE) Nepal is a social non government organization dedicated to enhancing teaching-learning in schools through the integration of technology and to provide uniform access to quality educational materials across different geographic areas and socio-economic strata.

OLE Nepal develops and distributes free educational content, trains teachers to integrate technology in classrooms, implements technology interventions in rural schools, and helps build local capacity in technology and education.

The following is the job description for a **Communication and Program Officer** that OLE Nepal is seeking for USAID Equity and Inclusion in Education Project in Karnali and Madhesh provinces. The job is based in Lalitpur with requirement of travel to the project sites.

Job Description:
Summary: The person will be responsible for maintaining communication, support in implementing programs, managing outreach, handling social media, and overseeing grants and proposals related to assigned projects within the organization.

Responsibilities:
Communication and Social Media Responsibilities:
1. Review and update communications and outreach strategies for the organization.
2. Produce promotional videos, and brochures highlighting various programs and impacts
3. Use various channels to disseminate news, activity status and information about the organization
4. Initiate all social media post planning and scheduling for maximum reach and engagement
5. Organize fundraising events and develop press releases, plan and organize media events, and pitch in the print and electronic media
6. Keep updated with the popular mediums of promotions in the social media platforms and look into fitting our content in it
7. Write, edit, and review regular blog posts about the organization's activities
8. Maintain the official website, and update the content and design regularly
9. Prepare grant proposals, project reports, and document various organization's goals and activities, and garner support from a wide range of institutions and individuals
10. Develop programs to initiate and meet marketing and fundraising goals
11. Plan, create, and send out quarterly newsletters and donor reports highlighting achievements and program activities

Program Implementation Responsibilities:
1. Coordinate and support the implementation of the program activities such as training, monitoring, deployment and sustainability in the schools with the program team by involving school administration/ management and parents.
2. Provide feedback based on observations at schools and interactions with students and teachers to the content and training team
3. Ensure that the servers and other equipment at schools are in running state and provide assistance as possible.
4. Prepare periodic reports on program status
5. Coordinate and maintain relations with the central and local government, donors and the line agencies.

6. Perform relevant tasks and duties as assigned by management as applicable
7. Traveling to project sites as needed

Requirements for the Position
Education and Experience:
1. Bachelor's degree in Communication, Mass media, Business Administration, Education, Social Work, or a related field
2. At least 2 years of relevant experience in program implementation, communication, and social media management, preferably in an educational or non-profit setting
3. Experience working with government agencies, local organizations, and international donors is a plus

Skills and Competencies:
1. Excellent communication skills, both written and verbal, with the ability to produce clear, concise, and compelling content
2. Proficiency in social media management, including planning, scheduling, and engagement
3. Maintaining and troubleshooting ideas in IT equipment (laptops, servers) used in schools
4. Ability to create/ edit promotional videos, other multimedia content and proficiency in using digital marketing tools and platforms, including website management
5. Interpersonal skills, with the ability to build and maintain relationships with partners, donors, and stakeholders
6. Understanding of marketing and fundraising strategies, with experience in organizing events and developing press releases
7. Ability to work independently and as part of a team

Personal Attributes:
1. Passionate about education and community development
2. Proactive and self-motivated, with a strong sense of responsibility and initiative
3. Flexible and adaptable, with the ability to handle multiple tasks and meet deadlines in a fast-paced environment
4. Strong ethical standards and commitment to organizational values
5. Willingness to travel to program sites as needed

Technical Requirements:
1. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and Google Suite
2. Familiarity with content management systems (CMS) for website updates
3. Experience with graphic design software (e.g., Adobe Creative Suite) is a plus
4. Basic understanding of HTML/CSS is an advantage

Language Requirements:
1. Fluency in English and Nepali (both written and spoken)

How to apply:
Apply by sending application and curriculum vitae to jobs@olenepal.org by August 09, 2024.