



Fast Rural Development Program (FRDP)

Job Description and Terms of Reference

Position Title: Communication & Stakeholder Engagement Officer

Sector/Unit/Project: ToGETHER 2.0

Position Status: 1

Reporting Relationship: Project Coordinator

Supervises: N/A

Job Summary

The **Communication & Stakeholder Engagement Officer** will lead and strengthen communication and stakeholder engagement at both the **organizational** and **programmatic** levels, with a primary focus on the **ToGETHER 2.0** programme. The position will ensure alignment between FRDP's organizational communication strategy and donor/programme communication requirements while promoting localization within the humanitarian sector.

The officer will play a key role in advancing the advocacy agenda of the ToGETHER 2.0 programme by supporting the development and implementation of national and global advocacy initiatives, strengthening partnerships with key stakeholders, and increasing the visibility and impact of localization efforts. Additionally, the officer will contribute to FRDP's organizational communications by developing high-quality communication products, managing stakeholder engagement, documenting programme achievements, and promoting the organization's mission and strategic objectives across diverse platforms and stakeholder groups in Pakistan.

Authority Assigned

N/A

Position Specification

Master degree in communications, Public Relations, social sciences or any other related field.

Minimum of 5 years' experience in communications, advocacy or stakeholder engagement roles related to the humanitarian sector.

Skills: Excellent written and verbal communication skills, strong organizational and event planning abilities, proficiency in social media management tools.

Knowledge: Familiarity with localization in humanitarian sector, media relations, branding principles, and stakeholder engagement practices in humanitarian sector. Report writing, knowledge of the local context and key stakeholder networks related with humanitarian sector in Pakistan.

Description of Responsibilities

- § Align the organization's communication strategy, both internal and external, with the localization program/ donor/ intermediaries.
- § Develop and implement communication plans to support program objective and initiatives.
- § Design and oversee the development of visibility materials for the program, including brochures, banners, IEC Material and reports. Ensure all materials are consistent with the program/donor's branding guidelines and FRDP's internal branding effectively convey key messages.
- § Contribute in the rolling out of the national stakeholder engagement strategy related with localization in the humanitarian sector.
- § Create engaging content for the organization website, social media channels, and quarterly newsletters.
- § Support to communication and media team to update social media accounts ((Facebook, Twitter, LinkedIn) to drive engagement and increase program visibility.
- § Serve as focal point for media inquiries, building and maintaining strong relationships with local and national media outlets.
- § Write and distribute press releases, media advisories, and other materials, including managing newsfeed for organizational website.
- § Organize and coordinate program related events, such as conferences, stakeholder engagement workshops, training workshops etc.
- § Ensure that all events are well-planned, executed, and aligned with the program's goal.
- § Develop case studies and maintain stakeholder engagement plans and directory and update on need basis.
- § Engage with key stakeholders, including National Humanitarian Network, READY Pakistan , National Disaster Management Authority, Provincial Disaster Management Authority, Government Departments, UN Cluster/ Working Groups, to support program objectives.
- § Facilitate regular communication and collaboration with key stakeholders to enhance program impact and coordination.
- § Contribute to the program reporting requirements, including preparing communication reports, and documenting engagement activities.
- § Ensure accurate and timely reporting of all communication and stakeholder engagement efforts.

Any other task assigned by the organization.

Note: Female candidates are encouraged to apply in alignment with the organization's commitment to gender equality and diversity.