

**Kathmandu University**  
**School of Engineering**  
**Energize Nepal Program**

**Job Description**

• **IT, Communication, and Public Relations Officer**

Position: IT, Communication and Public Relations Officer  
Program: Energize Nepal Program (ENEP)  
Location: Dhulikhel with field visits as necessary

The IT, Communication, and Public Relations Officer will be responsible for the development and implementation of information and communication strategies to support the core objectives of ENEP. He/she will be responsible for collecting, maintaining the database, and disseminating information on ENEP projects and activities. He/she will implement the Communication Strategy editing the website, training staff, and carrying out the task specified in the Annual Action Plan of ENEP.

**Responsibilities and duties:**

- Developing information and communication strategies to support the core objectives of ENEP;
- Developing guidelines for internal communication tools and products to achieve effective internal communication;
- Generating informative content for various communication channels, including but not limited to reports, articles, blog posts, videos, infographics, and other multimedia materials.
- Assisting in the implementation of seminars, workshops, and meetings, and disseminating information at and on these events;
- Developing and putting into action strategies for establishing and maintaining partnerships with local and international media and updating the database;
- Writing, editing, designing, and producing analytical reports, articles, and other publications;
- Updating the ENEP website with important information and Project activities to achieve effective external communication;
- Drafting press releases, statements, news summaries, and written and electronic materials for dissemination to local and international media, as well as to ENEP's networks and partners;
- Organizing regular and ad-hoc briefings, public information events, and press conferences;
- Taking charge of ENEP's social media presence on platforms like Facebook, and LinkedIn. Develop a content calendar, create posts, and engage with the audience to promote project activities and updates.
- Taking a proactive role in conducting substantive research, analysis, and information synthesis on gender, peace, and development issues related to the scope of ENEP;
- Document success stories and lessons learned and share them with the PAC, OMC, Project partners, and stakeholders.
- Any other duty as may be requested

## **Qualifications and Experience**

- Graduate degree in a relevant discipline with experience in the field of public information and communication;
- An established track record in communications, media outreach, knowledge dissemination, and knowledge management practices;
- Excellent verbal and written communication skills in English and Nepali;
- Training and experience in the development and use of information management systems and modern techniques;
- Excellent knowledge and skills in computer applications of MS Office, desktop publishing programs, and website design and management;
- Demonstrated experience working in an international context with a variety of stakeholders, such as senior government officials and international development agencies, journalists, policy and decision makers;
- Basic knowledge of the renewable energy sector of Nepal and the region.