

WAR announces the following one job vacancy:

Job Title: Outreach Officer

Qualification

- Degree (minimum Bachelors) in journalism, public relations, communications, creative writing or related fields
- Minimum two year experience in journalism, communications, media and/ or public relations

Experience

- IT and web experience
- Experience in dealing with the media, preferably Pakistan-based media | event management;
- Track record in communicating effectively – written and spoken – in both English and Urdu

Profile

- **Oral Comprehension-** The ability to listen to and understand information and ideas presented through spoken words and sentences
- **Oral Expression-** The ability to communicate information and ideas through speech
- **Written Expression-** The ability to communicate information and ideas in writing
- **Written Comprehension-** The ability to read, understand and reproduce information and ideas presented in writing
- **Values-** Supports the right of women to make free and informed choices about their sexual and reproductive wellbeing and to live life free from violence, specifically sexual assault
- **Issue Sensitivity-** Familiarity with development issues, especially the MDGs, Universal Declaration of Human Rights, Convention on the Elimination of Discrimination Against Women and Convention on the Rights of the Child
- **Problem Sensitivity-** The ability to tell when something is wrong or is likely to go wrong. If the problem cannot be resolved in its entirety , intimation to person(s) responsible is made

Specific Responsibilities

1. Maintaining Contact Information on Stakeholders/Beneficiaries

- Maintain an upgraded list of stakeholders in different government sectors, specifically the Police Surgeon's office, Medico-legal centers, local hospitals, Police stations, members of the judiciary (including lawyers and judges) and State Ministries (such as different Ministries – including Ministers and Parliamentarians) relevant to WAR's work
- Maintain contact information on other NGOs/CBOs working on related themes, locally, regionally and/or internationally
- Maintain contact information on schools, school administration and teachers
- Maintain contact information on Town offices and related personnel
- Maintain contact information on lawyers and law firms dealing in criminal law, specifically dealing with woman and children
- Maintain contact information on health professionals working closely with WAR, such as gynecologists, psychologists and psychiatrists
- Maintain a file on all event invitations received by WAR from other organizations;

2. Media Relationing

- Maintain an updated list of media contacts, including all prominent local and national newspapers, television channels and radio stations
- Organizing press conferences/briefs
- Write interesting and effective press releases, prepare press kits

3. Event Management

- Identify beneficiaries/ participants/ core persons in different sectors/organizations/institutions in consultation with and communicating availability of stakeholders to the relevant department(s) for events
- Make and dispatch invitations for WAR events
- Identify suitable venues for events to be hosted by WAR and make necessary bookings and arrangements
- Find the best rates and venues for WAR events and ensure that all essential materials are available

4. Communication and Publications

- Ensure distribution of WAR publications amongst all stakeholders
- Identify new organizations and institutes for distributing WAR's published material, and ensure that material is received
- Help the Director in compiling material for WAR's internal annual reports and donor's reports
- Work closely with all team members to get relevant information
- Develop and update WAR website; proactive use of WAR's website and Facebook page as foundation for communications and outreach strategy (give daily, weekly and/or monthly updates)
- Lead in organization of thematic and organizational publications (writing, designing layouts, giving artistic input, etc)

5. Strategizing

- Develop and implement communication strategies and systems: discern and act on the most appropriate communication strategies around WAR events
- Maintain WAR's image and identity, which includes the use of logos and signage

Please send us your CV with a covering letter at waragainstrape.khi@gmail.com