

JOB DESCRIPTION FOR LCN INFORMATION AND COMMUNICATIONS OFFICER

JOB TITLE: INFORMATION AND COMMUNICATIONS OFFICER

REPORT TO: PROGRAMMES DIRECTOR

BACKGROUND

The Lesotho Council of NGOs (LCN) is dedicated to offering supportive services to its members through networking, leadership, information, training, coordination and representation of their interests when dealing with Government, international NGOs, donor agencies and others.

LCN Members have been classified and organized into now 6 Sectorial Commissions for effective coordination and management of member programmes. The main objective of establishing Commissions is to group NGOs with similar objectives and/or programmes together to facilitate networking among members and as well as coordination. The Information Officer will report to the Programmes Director for the following key responsibilities:

PRIMARY RESPONSIBILITIES: **KEY PERFORMANCE INDICATORS**

i.	i. Develop and implement a communications strategy that addresses the needs of the network members, partners and other stakeholders and is aligned to the LCN Strategy	a) Develop and implement a clear communications and media protocol for the organization ensuring that this is consistent with the guidelines and principles of LCN. b) Ensure LCN communications reach all relevant stakeholders and constituents across geographical, demographic and language divides
ii.	Design, Write press releases, press briefings, press statements, media and campaign Q&As, and media messages, placing articles in the appropriate media.	a) Press Release Statements
iii.	ii. Develop and produce LCN communication materials.	b) NGO Web c) Policy Briefs d) Annual reports, e) newsletters, f) posters and g) brochures h) Advertisements
iv.	Identify communication needs within LCN Projects and design necessary communication material.	a) Support the Commission Coordinators in selecting documents/information and developing into formats that are suitable for use in LCN project activities. b) Ensure visibility of LCN project partners and donors.

v.	iv. Oversee the proper management of the LCN resource centre and resource centre records	Facilitate proper filing of the following in the resource center, a) NGO Web b) Policy Briefs c) Annual reports, d) Technical and Operational Reports e) newsletters, f) posters and g) brochures
vi.	To facilitate Networking and collective action amongst Commission members of the Council through media.	a) Partake in the Commissions meetings and generate information for public.
vii.	Manage information on the website and social media platforms.	a) Conceptualize, design, post in, and administer the LCN Website Content and social media platform (i.e., twitter and facebook).
viii.	Support member NGOs in identifying their needs in media.	a) Needs Assessment report b) Training plan
ix.	Structure, Design and create LCN Reports and publications.	a) Review all publications produced by the organization to ensure that the LCN branding and communication guidelines b) Design campaign messages from different coordinators and reports
x.	Establish and maintain contacts with national and international media for dissemination of LCN advocacy materials.	a) Database of information officers for member organisations, government ministries, media houses in Lesotho

JOB SPECIFICATIONS

Education and Training

First degree in Media and Journalism with 3 years work experience.

Or

Diploma in Journalism with 7 years work experience

Must have strong application in all of the following design softwares – Illustrator, InDesign and Corel draw.

Knowledge and Skills

- Good writing skills
- Negotiation and Networking skills
- Situational leadership
- Interpersonal skills
- Team Player
- Computer Literacy

Attributes

- Self-motivated

- Integrity
- Fast learner.