

TERMS OF REFERENCE (ToR)

# **Communications-Administrative Associate**

**Unit:** Communications



ToR

## Position overview

We are looking for someone with proven skills in administrative management. The Communications–Administrative Associate will help manage and coordinate the administration and logistics of the Communications Unit and support budget and financial management for the Unit and related components. The applicant will provide some support to the overall Communication team.

The applicant must be results-driven and motivated to make a difference. The Communications–Administrative Associate will be based in Kathmandu, Nepal, working in a cross-cultural, impact-oriented environment. This is an exciting opportunity for someone who values integrity and diversity; is passionate about mountains and people; and is committed to helping build a greener, more inclusive, climate-resilient Hindu Kush Himalaya (HKH). As ICIMOD works to fulfil the raised ambition outlined in our Strategy 2030, our Communication Unit has raised its ambitions as well, becoming more focused and impactful. The unit is eager to welcome someone who is a team player and can add value to this important role.

## Responsibilities

The Communications–Administrative Associate will be responsible for delivering results in line with the commitments we have made in our [Strategy 2030: Moving Mountains](#) and our [Medium-Term Action Plan V \(2023–2026\): Embracing Change and Accelerating Impact](#).

They will provide:

### 1. Administrative support and coordination

- Provide administrative support to ensure the smooth operation of the Communications Unit, including the preparation of contractual agreements and a teamwork calendar to ensure timely content creation, media outreach, and campaign planning
- Serve as the primary contact person for all administrative and logistics matters within the Communications Unit, liaising with the central Admin Unit, Travel & Hospitality Unit, and other relevant units
- Support the Head of Communications in fulfilling their official administrative, travel, and logistical needs. This may include booking travel accommodations, support in preparing meeting agendas, and organising required documents
- Enable seamless communication between the Communications Unit team and both internal and external stakeholders, ensuring timely and accurate responses to inquiries and requests
- Support the Head of Communications in maintaining and managing meetings, appointments, and providing necessary logistical arrangements for the same

- Initiate the Communications Unit's procurement requirements – of assets, gear, consumables, stationeries, etc. as per the organisation's policy
  - Liaison with all cross functional units to ensuring timely payment, approvals, procurement, logistic arrangements, communication etc
  - Manage the physical publications inventory and ensure stock maintenance
2. Event planning and execution
- Prepare the annual event calendar – including the celebration of international days, comms-led awards, and outreach events – and related budgets
  - Liaise with other relevant administrative units for event organisation and management
  - Prepare relevant lists, dispatch invitations, and manage follow-up communication
  - Ensure display of relevant publications at ICIMOD events
  - Ensure necessary administrative support for meetings, workshops, and events organised by the Comms Unit, including the preparation of meeting materials like folders, etc.
  - Coordinate closely with the Admin/Travel Unit to arrange all logistical and travel needs for workshops, meetings, and events, from venue booking to catering and equipment setup
  - Manage financial and budgeting requirements for workshops, meetings, events, travel, and field visits and ensure timely submission of required documents to Finance
3. Coordinate finance and administration
- Provide support in annual planning and budgeting of the Communications Unit
  - Assist in ensuring budget utilisation and payments, and liaise with the Finance Unit and other relevant administrative units for the timely release of payments
4. Communications and outreach
- Facilitate publication of communication products, including media and social media articles
  - Work as a team within the Communications Unit to support campaigns and work as a team within ICIMOD to promote institutional goals
  - Assist in outreach activities (exhibitions, book fairs, film festivals, international day events, open houses)
  - Manage the [info@icimod.org](mailto:info@icimod.org) email address and liaise with relevant members of the Communications Unit and larger ICIMOD team to ensure responses
  - Assist the Communications Unit in preparing and disseminating communication materials like newsletters, press releases, and social media updates.
5. Knowledge management
- Assist in organising and maintaining a centralised knowledge repository that contains relevant documents, publications, and research materials related to the Communication Unit's activities and filing final documents in the correct place in the ICIMOD filing system

- Collect and document best practices and lessons learned from projects, enabling the organisation to continuously improve
6. Record-keeping and documentation
- Assist in maintaining all relevant documents including accurate databases and records, ensuring all Communications Unit-related documentation is appropriately filed and easily accessible
  - Regularly review documentation to ensure compliance with organisational policies and international standards
  - Keep inventory of all the equipment used in and by the Communications Unit
7. Resource management
- Assist in monitoring and managing resources, including finances, materials, and equipment relevant to the Communication Unit's activities
  - Collaborate with finance teams to track spending against budgets, highlighting any discrepancies and suggesting corrective actions as necessary
8. Onboarding and human resources
- In coordination with the Human Resources and Organizational Development (HROD) Unit, ensure a smooth onboarding and exit process for staff and other personnel, including orientation, induction, and farewell
  - Collect information about the onboarding staff for their introduction and introduce them in-person within the team members and in the institution
  - Arrange laptop, workstation, stationeries, RFT, TAs, etc. for new staff in close coordination with the relevant units and as per the organisation's policy

## **Minimum qualifications and experience**

### **ESSENTIAL**

- A master's degree in business administration with a minimum of two years of work experience in an administrative capacity. A first-level university degree with four years of administrative experience will also be accepted in lieu of the advanced university degree
- Experienced in administrative and logistical work in the environment, development, or communications fields
- Demonstrated ability to speak and write fluently in English and Nepali
- Excellent written, communication, and interpersonal skills for communicating and interacting with stakeholders
- Excellent computer skills (MS Office applications)

### **PREFERRED**

- Experience in financial reporting and maintenance of accounts
- Experience working in an international organisation with people from a wide range of cultures and nationalities

- Working knowledge of, or interest in learning, languages of the HKH region

## **Reporting and supervising**

The Communications–Administrative Associate will report to the Head of Communications. The Communications–Administrative Associate will also work in close collaboration with other team members as needed.

## **Location**

You will be working in a cross-cultural, impact-oriented environment at ICIMOD’s head office in Kathmandu, Nepal. Occasional travel in the HKH region may be required. Kathmandu is a lively and exciting place to live. People are friendly, living costs are comparatively inexpensive, food is delicious (with a range of local and international cuisines), and there are good local and international schools and a low crime rate. Nepal offers amazing trekking trails, white water rafting, and safaris, combined with a rich culture and charming yet lively nightlife.

## **Duration**

One year, with a probation period of three months. There is a possibility of extension subject to performance and ICIMOD’s future funding levels.

## **Remuneration**

Remuneration is commensurate with experience and qualifications. Salaries and benefits at ICIMOD are competitive compared with other international organisations. We offer a comprehensive benefits package, which includes a provident fund, health insurance, severance pay, children’s education grant, and paid leave (30 holidays and 10 public holidays per year).

## **ICIMOD’s core values**

Our core values are integrity, neutrality, relevance, inclusiveness, openness, and ambition. These values are an expression of our culture and are central to the guiding beliefs and principles of our work and behaviour. Our core values will lie at the heart of ICIMOD operations and delivery. They will underpin everything we do and frame how we work with our partners. They reflect our founding intentions and the balances we seek to hold, while equipping ourselves for the future.

## **Diversity, equity, inclusion, and safeguarding**

ICIMOD’s human resource selection process is based on the qualifications and competence of the applicants. As an employer, ICIMOD is committed to promoting diversity, equity, and inclusion, and offers equal opportunities to applicants from all backgrounds and walks of



life, including but not limited to gender, age, national origin, religion, race, caste, ethnicity, sexual orientation, disability, or social status. ICIMOD strongly encourages applications from all eligible applicants, especially women, from all parts of the HKH region.

ICIMOD is dedicated to establishing and upholding a safe and nurturing work environment, where all its employees can participate fully and meaningfully without fear of violence, harassment, exploitation, or intimidation. Any type of abuse or harassment, including sexual misconduct, by our staff, representatives, or stakeholders is not condoned or tolerated.

## **Background to ICIMOD**

The International Centre for Integrated Mountain Development (ICIMOD), based in Kathmandu, Nepal, is the leading institute for the study of the HKH. An intergovernmental knowledge and development organisation with a focus on climate and environmental risks, green economies, and sustainable collective action, we have worked in our eight regional member countries – Afghanistan, Bangladesh, Bhutan, China, India, Myanmar, Nepal, and Pakistan – since our foundation.

Entering our 40<sup>th</sup> year, ICIMOD is perfectly positioned to support the transformative action required for the HKH to face the challenges of the escalating effects of climate change, pollution, water insecurity, increased disaster risk, biodiversity loss, and widespread socioeconomic changes. We seek to raise our ambition to support the required transformative action to step up our engagement through to 2030.

## **Method of application**

Applicants are requested to apply online before 27 December 2023 (11:59 PM Nepal Standard Time) through [ICIMOD Online Application System](#).

Only shortlisted candidates will be notified.