

Terms of Reference for Project Officer

Organization: Federation of Nepali Journalists (FNJ)

Project Title: Democracy Dies in Darkness: Promoting safe, professional, independent, and accountable media for the protection of human rights, democracy, and peace in Nepal (Safe Media Project)

Funding: Supported by the European Union in collaboration with International Alert

Objectives:

- Enhance media freedoms, freedom of expression, and professionalism for the protection and promotion of human rights, democracy, and peace in Nepal.
- Strengthen the capacity of journalists and media professionals to engage in independent, responsible, and accountable journalism.
- Foster a supportive internal and external environment that ensures the safety of journalists and media, and upholds freedom of expression and independence.

Major Duties:

As the Project Officer, your key responsibilities will include:

- Overall management of all activities conducted by the Federation of Nepali Journalists.
- Developing and implementing plans for basic and advanced journalism trainings in eleven districts.
- Coordinating and organizing policy dialogues involving government and non-government media stakeholders.
- Managing the Free Media Networks (FMN), a network comprising government and non-government agencies dedicated to promoting safe and accountable journalism.
- Organizing and overseeing media missions conducted by FNJ in project districts and other areas.
- Maintaining regular coordination with the presidents of ten district chapters, providing guidance on FMN activities, trainings, editors' meetings, and policy dialogues.
- Collecting bimonthly context reports from all eleven project locations and preparing a concise policy brief.
- Preparing and submitting event reports and public reports on a monthly, quarterly, and annual basis, and ensuring completion of all project-related documents.
- Traveling to project districts to conduct project activities.

- Assisting the board with internal decision-making processes and other related activities

Qualifications, Experience, and Skills:

Mandatory:

- A Master's degree in Journalism, Mass Communication, Social Science, or a relevant field.
- A minimum of Five years of experience in a similar position within a similar organization or project.
- Proficient in program management, including planning, implementation, and reporting.
- Knowledgeable about the Nepali media environment, including media laws and policies.
- Familiarity with international standards of Freedom of Expression and Press Freedom.
- Result-oriented approach.

Desired:

- Experience working in a media house.
- Willingness to work during off-duty hours.
- Understanding of financial management in the development sector.
- Duty Station and Hours:
 - The Senior Project Officer will be based at the FNJ headquarters in Kathmandu but will be required to travel frequently to project districts. Duty hours will be in accordance with FNJ's policy.

Project Districts:

Morang, Sunsari, Dhanusha, Sarlahi, Makwanpur, Kaski, Rupandehi, Dang, Surkhet, Kailali, and Kathmandu.

Reporting:

The Senior Project Officer will report to the Chairperson and General Secretary of FNJ.

The probationary period for the Project Officer will be six months.

Terms of Reference for Senior Project Officer

Organization: Federation of Nepali Journalists (FNJ)

Project Title: Strengthening Democracy: voice, civic engagement and accountability

Funding: Supported by the European Union in collaboration with International Alert

Objectives:

- Enhance media freedoms, freedom of expression, and professionalism for the protection and promotion of human rights, democracy, and peace in Nepal.
- Strengthen the capacity of journalists and media professionals to engage in independent, responsible, and accountable journalism.
- Foster a supportive internal and external environment that ensures the safety of journalists and media, and upholds freedom of expression and independence.

Major Duties:

As the Senior Project Officer, your key responsibilities will include:

- Overall management of all activities conducted by the Federation of Nepali Journalists.
- Coordinating and organizing policy dialogues involving government and non-government media stakeholders.
- Managing the Free Media Networks (FMN), a network comprising government and non-government agencies dedicated to promoting safe and accountable journalism.
- Organizing and overseeing media missions conducted by FNJ in project districts and other areas.
- Maintaining regular coordination with the presidents of ten district chapters, providing guidance on FMN activities, trainings, editors' meetings, and policy dialogues.
- Collecting bimonthly context reports from all eleven project locations and preparing a concise policy brief.
- Preparing and submitting event reports and public reports on a monthly, quarterly, and annual basis, and ensuring completion of all project-related documents.
- Traveling to project districts to conduct project activities.

- Conduct an assessment on needs and gaps of media houses/journalists and their content to inform designing of action modules.
- Roll out safeguarding and GESI policy and procedures at media houses and raise awareness of and empower women and marginalized journalists through social messaging using digital platforms and IEC materials.
- Assisting the board with internal decision-making processes and other related activities

Qualifications, Experience, and Skills:

Mandatory:

- A Master's degree in Journalism, Mass Communication, Social Science, or a relevant field.
- A minimum of seven years of experience in a similar position within a similar organization or project.
- Proficient in program management, including planning, implementation, and reporting.
- Knowledgeable about the Nepali media environment, including media laws and policies.
- Familiarity with international standards of Freedom of Expression and Press Freedom.
- Result-oriented approach.

Desired:

- Experience working in a media house.
- Willingness to work during off-duty hours.
- Understanding of financial management in the development sector.
- Duty Station and Hours:
- The Senior Project Officer will be based at the FNJ headquarters in Kathmandu but will be required to travel frequently to project districts. Duty hours will be in accordance with FNJ's policy.

Project Districts:

Morang, Sunsari, Dhanusha, Sarlahi, Makwanpur, Kaski, Rupandehi, Dang, Surkhet, Kailali, and Kathmandu.

Reporting:

The Senior Project Officer will report to the Chairperson and General Secretary of FNJ.

The probationary period for the Sr.Project Officer will be six months.