

# Kathmandu Institute of Child Health (KIOCH)

Terms of Reference:

## Senior Admin Officer (Philanthropy and Public Relation)

### ABOUT THE POSITION

Position	Senior Admin Officer
Duration of Employment	Initially one-year contract with possibility of extension for up to 3 years based on performance excellence
Working nature	Full-time assignment
Duty station	Head office in Kathmandu with visits to satellite hospitals and other places as needed
Reporting to and supervised by	Chairperson

### ORGANIZATION'S BACKGROUND:

**KIOCH** is a not-for-profit organization established in 2017. It aims to deliver integrated multispecialty high-quality child healthcare that is affordable, accessible, and available to all, thus advancing Quality of Life of Children in Nepal. KIOCH focuses on providing solutions to ever rising healthcare needs and consistent poor health outcomes for millions of children in Nepal. KIOCH is led by a group of professionals actively engaged in social welfare and well-being of people. Health Care, Research and Partnership are the main pillars of KIOCH

### WHAT WE EXPECT FROM THIS POSITION:

The Senior Admin Officer is one of the full-time members of KIOCH team and will also work as the Liaison with KIOCH Partners of America (KPALS) to provide necessary support and required information. The Senior Admin Officer is expected to deliver professional expertise in partnership building, communications and fund-raising programs with governments, national and international institutions, communities, and individuals of diverse nature on behalf of KIOCH and KPALS.

Key responsibilities of this position are as follows:

1. Provide technical expertise to the design and execute the organisational strategy for Partnership, Communication and Fundraising
2. Develop and deliver stakeholder analysis and engagement framework to guide the Partnership Communication and Fundraising Strategy
3. Develop and execute a costed plan of action and monitoring framework for partnership building, communication and fundraising programmes and campaigns
4. Develop and manage database for partnership, communication and fundraising programmes
5. Develop, update and follow master tracking system for donors, pledged donors and probable donors
6. Maintain regular communication with the Philanthropic Advisory Team

7. Develop funding proposals to probable partners
8. Ensure complete and timely reporting of partnership, communication and fundraising activities to the management core team
9. Ensure regular and timely reporting of progress to the partners keeping their confidentiality
10. Contribute in developing KIOCH's advocacy and communication tools and materials, regular reports for organisational web portal, social media and relevant audio-visuals in coordination with other departments and units
11. Update on map the units/departments/blocks assigned to the donors as per the KIOCH Donor's Naming Policy and inform the supervisor regularly
12. Contribute towards the development and growth of KIOCH by contributing in vision-setting, policy formulation, strategy development, process review and programme evaluation

### REQUIRED QUALIFICATION/ COMPETENCIES

- Master's degree in Social Works, International Relations, Hospital Administration, Business Studies or related studies
- At least 3 years of demonstrable experience in partnership, communication and fundraising programs
- Proven experience in business development for non-profit organisations including effective execution of fundraising programmes at national and international level
- Demonstrated ability to reach out to national and international organisations for partnerships and fundraising
- Highly competent in using advanced technologies in communication and partnership management and handling social media platforms
- Presentable personality with excellent command in written and verbal communication in English and Nepali
- Credible evidence that demonstrates candidate's ability to represent organisation and its senior management team to various national and international platforms and partners
- Proven ability of confidence and an ability to work well as a team member whilst demonstrating a genuine appetite for personal learning
- Proven track record of timely and quality delivery
- Commitment to respect and abide by the code of conduct of the organization that including but not limited to the Child Protection Policy and Protection from Sexual Exploitation and Abuse

Interested candidates are requested to submit their application with ***Covering Letter and Curriculum Vitae, with two reference check contract address*** to KIOCH by email: [hr@kioch.org.np](mailto:hr@kioch.org.np) or drop hardcopy at KIOCH Head Office, Kathmandu **by November 15, 2022**. Women, Persons with Disability and people from marginalized and disadvantaged group are encouraged to apply.