

Terms of Reference (ToR)

Publication and Documentation Officer (PDO)

For the “Enhancing Resources and Increasing Capacity of Poor Households towards Elimination of their Poverty (ENRICH)” program of PKSF

1.0 Basic Information

Title	Publication and Documentation Officer (PDO)
Location	Dhaka, Bangladesh with extensive field visits to program areas (outside Dhaka).
Reports to	Assigned by PKSF authorities.
Duration	Initially for one year. But after evaluating the performance, the duration of the service may be extended.
Salary	BDT 70,000/- (consolidated) per month (inclusive of all applicable Taxes as per laws of Bangladesh)
Age	Maximum 45 years
Experience	Minimum 2 years of experience in publication and documentation work in a reputed Organisation or Print Media.

2.0 Background

Palli Karma-Sahayak Foundation (PKSF), an apex development organizations focusing on holistic and integrated approaches, was established by the Government of Bangladesh in May 1990 for sustainable poverty reduction through employment generation. In the beginning of its operations in 1990, with a view to generating employment for the rural poor, PKSF set the goal of creating self-employment opportunities in the rural off-farm sector and adopted the strategy of promoting loan program for attaining this goal. This loan program, launched for rural moderate poor, has been diversified over time in accordance with the changing needs of heterogeneous poverty-stricken segments of the society and has gradually evolved into “inclusive financing program”. PKSF’s present financing program includes moderate poor of both urban and rural areas, extreme poor, micro entrepreneurs, marginal and small farmers. Members of aforesaid poverty groups are offered customised services. With a view to enabling the poor to come out from low productivity trap, PKSF has integrated capacity building, technology transfer, value chain development and other technical services in its development program. PKSF has also designed and undertaken specialized program for the extremely poor and vulnerable households for moving them out of poverty in a sustainable manner.

PKSF, over the years, has gained in-depth understanding and valuable experiences on multi-dimensional aspects of poverty. Adding new dimension in its mission in 2010, PKSF reshaped its

core goal as “instituting human dignity” instead of limiting its efforts towards achieving economic freedom only and started undertaking new programs and projects for attaining this goal. The major objectives of PKSf are to provide financial assistance and institutional development support to appropriate organizations for implementing sustainable inclusive financial programs for reduction of poverty through creating productive employment opportunities for the extreme poor, marginal farmers, micro-entrepreneurs and other low-income households and to provide them assistance including education, health, training and risk reduction services as may be necessary for enhancing their capacity with a view to enabling them in leading a dignified life. It is currently working with more than 13 million households through its 200 plus Partner Organizations. Many development partners, such as the World Bank, DFID, EU, ADB and IFAD are working with PKSf. Visit <http://www.pksf-bd.org?>

‘Enhancing Resources and Increasing Capacities of Poor Households towards Elimination of their Poverty (ENRICH)’ is a human-centered total development approach. The overall vision that underpins ENRICH is to work with the poor, to create humanly dignified living standards and enjoy universal human rights. It adheres to the motto of sustainable development which is ‘leaving no one behind.’ ENRICH covers all aspects of human life from mothers’ womb to the grave. It focuses on components such as education, healthcare, nutrition and employment generation, youth development, beggar rehabilitation, etc. The program is implemented in 202 Unions of 164 Upazillas of 64 districts through 116 Partner Organizations (POs).

PKSF thus is seeking qualified candidates in the position of ‘**Publication and Documentation Officer (PDO)**’ for the ENRICH program. Interested candidates with required qualifications may apply to PKSf as advertised in the Job Portal, and PKSf’s website and notice board.

3.0 Key Areas of Duties and Responsibilities

The incumbent will --

- i. Assist in preparing Communication and Knowledge Management Strategy for ENRICH Program, and plan in light of that, for overall communication, public relations, publication, publicity, advocacy materials.
- ii. Develop necessary materials for publication, e.g. annual reports, booklets, brochures, write-ups, periodicals, journals, leaflets, posters, web documents etc.
- iii. Work as primary contact point for coordinating with different programs and projects to prepare reports, documents, news items and other communication materials.
- iv. Prepare annual and periodical narrative reports for PKSf and the development partners.
- v. Document and disseminate the best practices and the case studies of ENRICH Program with a particular focus on specified outcomes of the program.
- vi. Prepare information and media packs for the mass media and official website.
- vii. Prepare a knowledge bank containing available information of the program.
- viii. Translate different ENRICH documents from Bengali to English and vice versa.

- ix. Provide necessary support to the downstream partners to plan, execute and disseminate communication and knowledge materials.
- x. Maintain close ties with mass media professionals for publicity of ENRICH information and success stories.
- xi. Ensure quality printing of publications through monitoring the design and printing work.
- xii. Perform any other task assign by the authorities.

4.0 Eligibility Criteria

- i. The candidate must have at least Master's degree in English or any other discipline from a recognised university of Bangladesh. The candidates must have at least two first classes/divisions or equivalent CGPA. No 3rd division/Class in any examination is acceptable.
- ii. S/he must have at least 2 years' of experience in the field of publication and documentation in in a reputed Organisation or Print Media.
- iii. S/he should have excellent command over both Bangla and English languages and should have demonstrated skills in developing, editing quality documents both in English and Bengali.
- iv. S/he should have good competency in computer skills typesetting and formatting.
- v. S/he must be willing to travel to the hard-to-reach areas of the country on short notice.
- vi. A positive attitude towards working with a team of professionals with multidimensional expertise, and willingness to give extra efforts are a must.
- vii. Excellent expertise in proof reading and correcting;
- viii. Excellent public communication skills

However, exceptions can be made for candidates with outstanding, evidence-based professional track records.

5.0 How to Apply

Apply online via PKSf's website at <http://www.pksf-bd.org>