

### **Communication officer required**

**Institute for Human Development (IHD), Delhi**, a reputed research organisation working in the areas of human development, seeks an enthusiastic, motivated and performance driven individual to join its communications team. The person is expected to assist the Communication Manager in content writing and editing, documentation activities, organisation of events, managing content for the Institute's website, print and electronic publications and help expand IHD's presence via social and traditional media.

#### **Duties and Responsibilities:**

- Work closely with Communication Manager to develop and implement communications plans and policies, including social media and outreach strategies
- Manage Institute's Journals in association with the Editor/Associate Editor
- Help plan and maintain IHD's online media platforms (website, Facebook, Twitter, etc.) and ensure that information is posted regularly
- Prepare academic and annual reports of the Institute
- Assist in publishing of major publications of the Institute and its journals
- Coordinate with media outreach and coverage
- Assist the Communication Manager as needed

#### **Eligibility Criteria:**

- Work Experience of 5 years, preferably with the development sector
- Master's degree in Social Sciences or equivalent training/experience, in relevant areas of communications, public affairs, journalism etc.
- Excellent writing skills with proven proficiency in proofreading, fact checking, editing and rewriting copy to ensure quality and accuracy of written communications
- Thorough working knowledge of tools and technology for web content and social media management
- Strong communication, interpersonal and organisational skills
- Ability to manage multiple projects simultaneously while meeting set deadlines
- Exposure to basic design/layout experience desired

#### **How to apply**

Please send:

1. Cover letter (addressing how you meet the necessary qualifications and outlining why you want to work for IHD)
2. Resume
3. A recent writing sample up to one page long

Interested candidates should mail their CVs to [appointment@ihdindia.org](mailto:appointment@ihdindia.org) by **3 July 2018**. Please include Communication Officer in the subject line. Only shortlisted candidates will be informed.