



Job Title: Senior Officer- Communication

Location: New Delhi

About the organization:

Ipas Development Foundation has been working in India since 2001 to improve the sexual and reproductive health ecosystem in the country. In close collaboration with the national government and formal partnerships with state governments, we work in communities and with the public health system to enhance access to sexual and reproductive health services, particularly comprehensive abortion care and choice-based contraception. IDF's program currently spans 10 states to include the states of Assam, Bihar, Chhattisgarh, Jharkhand, Karnataka, Madhya Pradesh, Odisha, Rajasthan, Uttar Pradesh, and West Bengal.

Ipas Development Foundation (IDF) has been consistently rated among "India's top 10 NGOs to Work For™" in the last 6 years and "India's Best Workplaces™ for Women" for last 3 years by Great Place to Work Institute. This recognition is a testament of the organization's high-trust, high-performance work culture.

Visit us at: www.ipasdevelopmentfoundation.org

General Description:

The Senior Officer – Communication will be responsible to ensure that all communication activities and media identified and developed are effectively implemented in the field. S/he will be required to travel to the states to monitor the implementation of communication activities in the field and identify mid-course correction needs and possible solutions.

Duties and Responsibilities:

The responsibilities of the Senior Officer – Communication will include the following:

1. Develop Communication Materials

- Develop, pre-test and produce communication materials.
- Work closely with state offices to identify requirement of communication materials and ensure timely dispatch.
- Maintain an overview of the material development process in line with timelines.
- Liaison with external agencies engaged for design or production of materials.
- Provide inputs as required on draft materials including coordinating and collating inputs from other stakeholders in the organization.

2. Capacity building

- Identify communication related training needs of program team members.
- Develop appropriate training materials and facilitate training sessions.

- Conduct post-training learning assessment and incorporate findings for further refresher trainings.

3. Monitoring and evaluation

- Monitor and evaluate performance of communication campaigns implemented by the organization.
- Identify changes that need to be made from time to time and ensure identified changes are made and effectively implemented.

4. Others

- Carry out any other duties as may be required for the position.

Qualification and Experience:

- Bachelor's degree in mass communication, journalism, digital media or social marketing.
- At least 3 to 4 years of relevant experience in social media campaigns, design of online and offline communication materials.
- In-depth experience of using web analytics tools to monitor and improve campaign performance.
- Fluency in reading, writing, and speaking English and Hindi.
- Experience of working with social development sector on health-related topics would be preferred.
- Demonstrated ability to think out-of-the-box and come up with creative solutions.
- Good inter-personal skills and ability to interact and collaborate with various stakeholders.
- Confident and self-driven.
- Willingness to travel as required to state and field offices in program intervention areas.

To apply:

Interested candidates with relevant experience may e-mail their CV, covering letter (along with current/ last drawn salary and expected salary) to idf.coms@sectoraccess.co.in by February 28, 2023.

Your CV must be accompanied by a cover letter justifying your suitability for the position based on present and past work experience along with your current/last-drawn salary and expected salary.

Please note:

- IDF management reserves the right to modify the contents of this position description at any time.
- IDF is an Equal Opportunity Employer.
- IDF's recruitment and selection procedures reflect the organization's commitment to the safety and protection of children in the organization's programs. All employees & consultants are expected to uphold this commitment.
- Women candidates are encouraged to apply.
- Only shortlisted candidates will be contacted.

For further clarifications, please contact our talent acquisition partner Sector Access at +91 77 039 82477 between 10:00 am to 5:00 pm on weekdays. In case you are unable to reach the number, please send a WhatsApp or SMS with your name and contact number and Sector Access will connect with you on priority.