

JOB DESCRIPTION: COMMUNICATIONS OFFICER

Accountability Initiative (AI), Centre for Policy Research is seeking to hire a Communications Officer to lead its communication and outreach activities. The role will necessarily demand strategic thinking combined with innovation – the integrated ability to understand AI's research products, its potential target audiences, and traditional as well as new media channels. It will involve developing dissemination strategies and creating customized material targeting specific audiences for AI's program interventions, across media.

RESPONSIBILITIES

- Support in conceptualizing and implementing AI's internal and external communications strategy
- Identify key target audiences and create a plan for engaging with them
- Develop and write content for the website and social media including news stories, case studies, as needed (In collaboration with Research and Program Team)
- Work closely with AI Research team to develop, design and produce AI reports and other dissemination material
- Create and deploy a plan for AI web and social media presence
- Organize regular public seminars, conferences and other events
- Report on reach and impact of communications activities and initiatives
- Undertake any other duties as required

REQUIRED QUALIFICATIONS

- Master's degree in Media / Communication Arts / Public Policy / Development Studies /Economics / Political Science or any other social science discipline
- 2-5 years work experience writing for news media / communications in the non-profit sector
- Demonstrated knowledge of the social sector and policy space
- Prior experience of working in a research role / organization will be preferred
- Excellent written and oral communication skills
- Experience in using social media tools

SKILLS

- Strategic planning and communication design
- Strong networks in International, National, State or District level news media, academia, civil society and / or government
- Good time and project management skills
- Strong presentation skills
- Familiarity with development of new media strategy and communication

- Fluency in English and Hindi

TO APPLY, PLEASE SEND YOUR CV (2 PAGES MAXIMUM), 1 WRITING SAMPLE, AND CONTACT DETAILS OF 3 REFERENCES TO PRIYANKA ANAND CHADHA AT PCHADHA@ACCOUNTABILITYINDIA.ORG

ABOUT ACCOUNTABILITY INITIATIVE (AI)

AI was set up in 2008 at the Centre for Policy research (CPR) with a mission to deepen research, analysis and reforms for strengthening accountability for public service delivery in India. We do this by:

BUILDING EVIDENCE

Tracking and analyzing implementation processes (planning, budgeting, decision making) of social sector programs, and evaluating accountability experiments

DEEPENING PUBLIC DEBATE:

Widely disseminating evidence collected to promote evidence based debate on accountability failures and solutions

CATALYZING ACCOUNTABILITY INTERVENTIONS:

Building citizen capacity to participate and monitor government processes and partnering with government to pilot reform models

The work culture at Accountability Initiative demands and supports individual initiative and conceptualization, at all levels, towards creating products, projects, processes and/or practices that accelerate its organizational goals.