



Job Title:	Programme Officer Research and Media Relations
Place of Work:	New Delhi
Grade:	IV
Reports to:	Director Policy and Partnership
Reporting to position:	Nil
Budget Responsibility:	Approx 20 to 50 Lakh pa

Job Purpose

To work within the Policy and Partnership Unit to develop and manage research on Water and Sanitation, with particular emphasis on exclusion, water security, including integrated water resource management and water quality and associated issues of poverty, gender, exclusion, and health impact. Be responsible for documentation which includes the publication of newsletters and other publications, website updating and resource centre management. To lead and work with the director in managing and developing media and public relations work in support of WaterAid's public policy positions, advocacy and campaigns, and in networking and managing coalition partners.

Key accountabilities

1. Independently undertake and manage research and policy advocacy work

Research themes will include but not be limited to water, sanitation and health projects in the rural and urban contexts. This may include addressing issues of exclusion, water resource management and its linkage to drinking water, livelihood, and climate change etc, the impact of privatisation on different stakeholders, willingness to pay and other related areas.

2. Manage Advocacy Projects

Manage rural and urban action research projects and foster their linkage with WAI projects.

3. Support in Policy Advocacy work

Lead on the policy advocacy works related to water security and poverty and Support the Director and other team members in other policy and advocacy work.

4. Responsible for documentation of best practices from within WaterAid and from sector

Lead in identifying best practices and document them as process notes or case studies and support initiatives in documentation by staff and partners

5. Responsible to produce and or edit organisational publications

Be responsible for bringing the quarterly WaterAid India News letter, and support in other publications, and ensure compliance to communications protocols

6. Maintain the WaterAid India Website

Regularly update the contents of the website in coordination with WAUK nodal person and ensure all relevant WaterAid India publications and documents are uploaded. Manage the sanitation portal

7. Manage the WaterAid India Resource Centre

Manage the WaterAid India resource centre including the Penlib, coordinating the work among regional offices and with WAUK

8. Support Networking

Support the line manager in working existing Networks FAN, WASH and WesNet and promoting new Networks for policy advocacy

9. Manage Media Engagement

Lead WaterAid's media activities aimed at influencing opinion-makers and policy-makers, in coordination with senior management and regional teams. Engage various media to communicate WaterAid's work practices and outcomes to different audiences

WATERAID PERSON SPECIFICATION

Job title: Programme Officer Research and Media Relations
Reporting to: Director Policy and Partnership

Education	
Essential	Desirable
<ul style="list-style-type: none"> • Post graduation (or equivalent) qualification in one of the following areas: social sciences, international development, economics, Water/Natural Resource management, environment, social policy, engineering, mass communication. 	<ul style="list-style-type: none"> • Additional qualification in water, sanitation, hygiene education.
Experience	
Essential	Desirable
<ul style="list-style-type: none"> • Minimum five years experience of working in development field • Minimum two years experience in policy research and/or advocacy activities • Experience in policy-related communications or media role for media relations • Commissioning research from initial drafting of Terms of Reference to final review • Experience of working in a team 	<ul style="list-style-type: none"> • Experience in research around water, sanitation, environment issues • Experience of working in partnerships
Knowledge & Skills	
Essential	Desirable
<ul style="list-style-type: none"> • Strong analytical and research skills • Ability to communicate effectively both verbally and in writing • Strong interpersonal and communication skills • Ability to use computers for word processing • Ability to use the internet for research purposes • Working Knowledge of Hindi and any regional language 	<ul style="list-style-type: none"> • Ability to organise and facilitate meetings and workshops • Understanding of issues related to gender in development
Personal Qualities	
Essential	Desirable
<ul style="list-style-type: none"> • A self-starter, able to work independently • Commitment to equity and equitable development • Ability to work with a range of people from different backgrounds in an open-minded, non-dogmatic manner • Flexibility in a fast changing working environment. • Ability to travel 	<ul style="list-style-type: none"> • Ability to work in a focused manner, on many different subjects at the same time. • Ability to prioritise, set and meet deadlines