

Project Officer, Communication and Advocacy (GPOD)

Arghyam is looking for a Project Officer for Communication and Advocacy for the Gram Panchayat Organisation Development (GPOD) Project

Qualification and Experience:

Degree in developmental studies / Social Science/ Communication / Journalism with 4 to 5 years of experience in the relevant field. Person with an open mind, with capability and interest in the creating solutions for complex problems. Exposure to organizing and management, reasonable skills in communication and presentation would be essential. Exposure to development sector desirable. Workable knowledge of Kannada desirable.

Duration of Contract: 1 year, starting ASAP.

Compensation: Competitive depending on experience and ability

Roles and responsibilities for this position:

- A. Prepare plan of detailed activities/programs required for activities related to Communications and Advocacy.
- B. Design formats/forms etc. after studying relevant government documents, capturing data on a regular basis with the help of the Gram Panchayat and NGO partner and conduct preliminary analysis for presentation and further discussions at various levels: Gram Panchayat, District, State and GOI.
- C. Organise workshops with relevant stakeholders for dual purposes- sharing and strengthening our findings as well as for advocacy.
- D. Create tool for organisation development and capacity building (along with an external agencies, if required) targeted towards interested Gram Panchayats.
- E. Conceive and write a quarterly newsletter providing project updates and send it to relevant stakeholders. The present monthly newsletter format may be used or fine-tuned as per need.
- F. Conceive and maintain a webpage for the project in our website or India Water Portal, as decided, uploading multimedia inputs from Gram Panchayats, NGO partners, citizens, government agencies etc.
- G. Any other activities as per the project's need.

Personal Attributes

- A. Self-starter and ability to take initiative
- B. Ability and willingness to travel as required
- C. Excellent project management skills; ability to multitask, prioritize work, manage time, and achieve deadlines

- D. Flexibility, willingness and ability to work under pressure
- E. Excellent interpersonal, networking and diplomacy skills

Please send in your updated resume to jobs@arghyam.org by 14 February, 2012 mentioning the post applied for in the subject line.