



Position Announcement: Communication for Development Officer

Background: Water.org is an international NGO with its headquarters in Kansas City, USA and has been actively involved in the development of the water and sanitation sector in several countries. In India, Water.org has been active since 2003. The organization presently works with partner Microfinance Institutions (MFIs) and NGOs to meet the demand for water and sanitation improvements. With an increase in the number of our partners and expansion into new regions, there is a need to expand our team in India. We are now looking out for a Communication for Development Officer to work out of our Tiruchirappalli, Tamilnadu office.

Job Purpose: Responsible for documentation of all program related activities and regular events of the India Office of Water.org, periodical publication of newsletters, case studies and reports, collection, analysis and synthesis of data gathered by local partners, systematic archiving of all soft and hard documents, communication with stakeholders and conducting periodic exhibitions and presentations about Water.org's work and achievements.

Reports to: The South Asia Regional Director in the Water.org's India Office in Tiruchirappalli, Tamilnadu.

Key Tasks and Responsibilities:

- Collect, edit, and publish sample case studies and stories from the field or from partners
- Create and regularly publish Water.org India newsletter on bi-annual basis
- Document events hosted or co-hosted by Water.org
- Collect, review, analyze, and synthesize baseline, post-line, and other evaluation-related data gathered by partners
- Assist in preparation of reports to donors and other external audiences
- Assist with taking photos and collecting/editing video from partners' field sites

- Prepare Information, Education, Communication (IEC)-related materials in WASH sector and make available to local partners and other stakeholders
- Collate GPS/GIS information and develop customized maps
- Update India Office and program details on Water.org's online information portal.
- Participate in periodic exhibitions and presentations
- Facilitate multimedia assistance in scoping works and market assessments

Requirements:

- A degree or an advanced diploma appropriate to the job requirements of the position
- Minimum two years of experience
- Experience in development sector preferable
- Excellent spoken skills in English. Fluency in national and few/some regional languages
- Strong writing skills in English and other languages essential. Ability to effectively present information to multiple groups of audiences.
- Graphic design skills a plus
- Experience with organizing and working with databases and other information systems
- Experience with creating maps from GPS data points and sources
- Travel to partner organizations is required. An estimated 25-35% of the time would be spent with partners at their offices
- Deftness in handling still cameras and proven skills in using movie cameras and editing video footage
- Should have good interpersonal and leadership skills
- Self-driven person with the highest level of responsibility and integrity
- Given experience requirements, it is anticipated that the person would be somewhere between 25 - 30 years of age, although Water.org will consider candidates outside of this group.
- Female candidates are encouraged to apply

Salary would be paid commensurate with experience and qualification.

Applications may be sent by e-mail to ushankar@water.org to reach before 25th June 2012.