

Position Name: Communication Specialist

Position Code: IRADe/2017/CS

Location: New Delhi

Organization Name: Integrated Research for Action & Development (IRADe)

Organization Profile: IRADe is a reputed institute, which conducts multidisciplinary research, policy analysis, action programmes in the field and training in energy, environment and sustainable development. Established in 2002, the institute has collaborators and projects with well-known international and national organizations, various ministries, public and private sector. To know about IRADe log on to www.irade.org.

Job Description / Responsibilities:

Communication Specialist is expected to handle and to facilitate timely completion of tasks. Key responsibilities include-

- Provide support in implementing outreach and communication strategy.
- Development of media and stakeholder advocacy strategies to communicate relevant messages
- Development, editing and publishing of the content of strategic corporate communication materials such as brochures, flier, promotional emails, factsheets, information package, media kits, press notes, donor kits, annual reports, project reports, etc.
- Develop and manage content for website and social media platforms (Facebook, LinkedIn, Twitter, etc.) suitable for the objective of dissemination and interaction with the stakeholders
- Support in communication initiatives of the projects as per the requirement
- Support in knowledge management of IRADe work and development of stories with customization for dissemination to different media and stakeholders
- Support and organize events and campaigns
- Manage external relations and respond to media, client and partners' queries
- Keep up-to-date with the work of all of the project teams, as well as the organization as a whole, in order to provide timely information to respective audiences.
- Any other related activities, as assigned

Personal Profile and Skills Required:

- Post graduate in mass media or journalism
- At least ten years of experience in similar role preferably with international development agencies.
- Excellent communication & interpersonal skills with professional etiquettes.
- Event management experience.
- Sense of self discipline, honesty and even temperament.
- High sense of responsibility.
- Hard working with commitment of achievement.
- Good knowledge in MS-Office, outlook, internet etc.

Remuneration: Commensurate with ability and experience

Note: Candidates should indicate **last drawn salary** and **writing samples** in their application.

Last date for receipt of applications is 30.11.2017. Interested and eligible candidates may apply with detailed CV and two professional references at – jobs@irade.org by indicating position Code: **IRADe/2017/CS** as subject.