



**Position Name:** Communication Specialist

**Position Code:** IRADe/2022/CS

**Location:** New Delhi

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

**Organization Profile:** IRADe is a reputed public policy research institute and global think tank that conducts research and policy analysis to engage stakeholders such as government, non-governmental organizations, and corporations, academic and financial institutions. Energy, climate change, urban development, poverty, gender equity, agriculture, and food security are some of the challenges faced in the 21st century. IRADe's research covers these issues and the policies that affect them. IRADe focuses on effective action through multidisciplinary and multi-stakeholder research to arrive at implementable solutions for sustainable development policy research and effective governance that accounts for techno-economic and socio-cultural issues. To know about IRADe log on to [www.irade.org](http://www.irade.org).

**Job Description / Responsibilities:**

Communication Specialist is required for implementing the communication strategies and communication related output of IRADe. Key responsibilities include-

- Engage with the technical and management teams in IRADe to produce high impact technical reports & publications and designs.
- Design, communication campaign communicate IRADe work to various stakeholders like developing of newsletters, Annual reports progress reports, fliers, brochure, power points etc.
- Enhance visibility and outreach of IRADe in print media, digital & social media
- Documentation, editing, proof reading of the publications & communication material
- Manage IRADe website and social media handles (Facebook, LinkedIn, Twitter).
- Support in knowledge management of IRADe work and development of stories with customization for dissemination to different media and stakeholders
- Any other related activities, as assigned

**Personal Profile and Skills Required:**

- Graduate/ Post graduate in Journalism/ Economics/ Development communication/ Mass media
- At least 7 years of experience in similar role
- Result oriented professional with excellent writing and analytical skills
- Excellent editing and comprehension skills
- Experience in designing & production of newsletters & annual reports
- Demonstrated performance and timeliners in delivery of outputs
- Experience of liaising with media & international development agencies
- Excellent communication & interpersonal skills with professional etiquettes.
- Sense of self discipline, honesty and even temperament.
- Good knowledge of design softwares (Adobe, Photoshop, CorelDraw).

**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 31.12.2022. Interested and eligible candidates may apply with covering letter, detailed CV, samples of published work and two professional references at – [jobs@irade.org](mailto:jobs@irade.org) by indicating position Code: **IRADe/2022/CS** as subject.