

Position: Communication & Documentation Officer

Organization: Deshkal Society

Location: D-205, Sector_108, Noida

Deshkal Society is a not-for profit organization engaged in research, advocacy and grassroots interventions on issues and challenges confronting disadvantaged and marginalized groups and communities, primarily Dalits, minorities, children, women, and landless labourers. The core areas of our work include in school education, land rights and entitlements, and culture and sustainable livelihoods. More details about the organization can be viewed at www.deshkalindia.com .

We are looking for a Communication & Documentation Officer. The candidate is expected to have fairly good understanding of strategizing and implementing internal and external communication for a not-for-profit organisation that connects grassroots action with stakeholders impacting policy.

Responsibilities and Tasks:

- Preparation, production, dissemination of key reports and publications. Maintain an internal database of reports and publications.
- Assessment and analysis of researches and reports produced by other agencies on the thematic areas of the organisation.
- Scrutinize key websites containing researches and documents on key thematic issues. Track and document media stories (print and electronic) on thematic issues.
- Documentation and preparation of field reports on projects and programs. Preparation of minutes and reports of meetings, events, seminars, conferences and workshops.
- Website content development, update and maintenance.
- Dissemination of key activities, findings of the report, summary of events like seminar, conference, workshop etc. through multiple means of social media.
- Compose, edit, design and produce online and print newsletters.
- Create and maintain a contact and events database to be used for events and dissemination of information, reports, publications and e-newsletters.
- Build a network of leading authorities from academics and non-academics field, and elicit their contribution/participation in the biannual event.
- Hosting and setting up systems for virtual conferences

Required Qualification and Experience:

- Strong analytical skills for communication and information management.
- Excellent written and oral communication skills in English and Hindi.

- Competency and proficiency in internet research, communication and networking. Computer skills to produce effective reports, documents and presentations.
- Strong computer skills, at least in MS Office, Excel and Powerpoint.
- At least two years of work experience in a communications or information role in the development or humanitarian sector.
- Experience in writing and disseminating information to a variety of audiences, including the general public, donor agencies, websites, and social media and for technical audiences.
- Ability to understand and synthesize program information for non-technical audiences.
- Proven experience of documenting lessons learned within an NGO as well as corporate sector.
- Ability to creatively communicate development issues, and networking and relationship building skills.
- Ability to work collaboratively with colleagues, program participants and partner agencies.
- Equipped with the software and culture through to work from home.
- Adept with software and platforms that facilitate virtual conferences like Google-meet, Zoom, Cisco Webex etc.

Monthly salary: Rs. 25000/-per month

Residential preference: The selected candidate will be entitled to stay at the office guest house if he/she prefers.

Last date for submitting application: 03.02.2021

A detailed CV with covering letter indicating why you think you are the suitable candidate (350 words maximum) should be sent to: deshkal@gmail.com with the subject line “**Application for the post of Communication & Documentation Officer**”

Please note: ONLY shortlisted candidates will be acknowledged and called for interviews.