



Innovative Change Collaborative
Services Pvt. Ltd.

Position- Communications Officer

Location: Delhi-NCR

Reporting: Director

Innovative Change Collaborative Services Pvt. Ltd. (ICCSPL) is a value driven social consulting firm and also sister organisation of ICCo India (www.iccoindia.org) providing technical and knowledge support to individuals and organizations to ensure lasting social impact. Through our basket of services, we enable foundations, non-profits, corporations, governments, and social enterprises in India to achieve sustainable development in a just and dignified manner. To know more about it please visit www.iccspl.com

Major duties and responsibilities:

- Develop and implement strategies and annual communication plans in consultation with the Senior Management team in order to ensure effective outreach for ICCo and its sister organizations
- Support Senior Management Team and Program Team in liaising/ networking with multiple stakeholders and partners and support admin team in the organization of important events and workshops, primarily focusing on correct branding, public profiling and resource mobilization
- Coordinating and communicating with the Senior Management Team and the Program Team to provide editorial support and direction in developing progress reports, case studies, project fact-sheets, presentations, and technical briefs as per organizational mandate.
- Lead the design and development of high quality communications materials, including conceptualization, messaging, localization of content, translations, artworks, etc.
- Drafting social media content, website content and regular updation of the same.
- Support in conceptualizing and organizing events (e.g. round table discussions, workshops, exhibitions etc.) and communication campaigns to highlight ICCo's work and/or create understanding of specific programmatic issues of public interest.
- Monitor branding of programs by staff and partners to ensure donors/potential donors as well as the general public view the organization favorably.
- To carry out any communication related work as may be assigned by the line manager from time to time.
- Support the development and editing of concept notes and proposals to be submitted to multi-stakeholders, including corporates and related funding organizations
- Coordinating with colleagues in the program team to compile the information required for developing concept notes and proposals.
- Perform any other relevant duties/ work assigned in the interest of the organization by the supervisor.

Qualifications and skills needed

- A postgraduate qualification in mass communications, development studies or social sciences, coupled with minimum 2 years of experience in relevant role and sector;
- Good knowledge of the social, economic and political situation of the country;
- Excellent interpersonal skills with the ability to build relationships and influence, both internally and externally;
- Ability to transform knowledge and information into exciting and useful messages and disseminate it to the right audiences through the best distribution channels;
- Ability to tailor communications for fundraising purposes;
- Excellent computer skills, including various office applications and internet navigation;

Essential Soft Skills

- Strong interpersonal and communication skills
- Cultural awareness
- Team Player
- Tenacity to succeed in a highly matrixed global organization.
- Networking skills
- Ability to communicate complex concepts in a simple way
- Report writing skills, presentation and influencing skills
- Being able to speak the right language with diverse stakeholders

Preferred Skills, Abilities and Functions

- The ability to effectively establish a learning culture within an organisation
- Good Communication and writing skills
- Commitment to and understanding of organization's mission, vision and values, including rights-based approaches
- Experience of management of diverse workforce including effective performance management and utilization of capacity building

Compensation Offered

Offers shall be commensurate with the qualifications, experience and Salary history, of the selected candidate. The successful candidate shall be initially offered a contract for one year initially which may be renewed depending on the performance. We are an equal opportunity employer and value diversity at our organisation. **The annual package will be between 6 to 7 lakhs.**

Eligible candidates can mail their CV as well a cover letter explaining why they are suitable for the position to Ms. Sneha Srivastava, HR Manager at ssrivastava@iccspl.com . The last date for applying for this position is 24 October, 2021.