

NATIONAL INSTITUTE OF RURAL DEVELOPMENT AND PANCHAYATI RAJ

(Ministry of Rural Development, Government of India)

Rajendranagar, Hyderabad 500030

The National Institute of Rural Development and Panchayati Raj (NIRDPR) proposes to engage the services of suitable candidates on temporary basis on contract for the project post of **Manager, Communication Resource Unit (CRU)** for the UNICEF Project on “**Institutional Mechanisms for Strategic Communications in Governments**” on project mode for a period of one year and extendable by one more year depending upon the performance of the candidate. The details of the project consolidated remuneration, qualifications, experience, age, etc., are as follows:

Name of the Project Post	Qualifications	Experience	Job Description	Project consolidated Remuneration
Manager, Communication Resource Centre (CRU) Post - 1	<p style="text-align: center;"><u>Essential</u></p> <ul style="list-style-type: none">• Master’s degree in communications, public relations, social sciences, management or similar field.• Excellent communication, writing and drafting skills required• Fluency in English, Telugu and Kannada• Computer literacy and ability to work efficiently in MS Office• Age should not exceed 50 years. <p style="text-align: center;"><u>Desirable</u></p> <ul style="list-style-type: none">• MBA is preferred• Good understanding of women and child issues• Published Work	<ul style="list-style-type: none">• 10-15 years of progressive experience in handling multi-stakeholder, state or national level communication projects in a multi-disciplinary team. Having experience in CSR is desirable.• Project coordination, preferably with some experience at the national level or state level	<ul style="list-style-type: none">• He / She will work closely with the Professor & Head, CHRD and within NIRD&PR in establishing and launching CRU and liaison with government departments, organizations and agencies and promote CRU• In close coordination with SNTF, take lead in organizing Social Norms Task Force (SNTF) meetings, and consultative workshops for strategy development, gender training.• Coordinate with government departments and responsible for development of thematic Social & Behaviour Change Communications (SBCC) strategies for selected themes• Manage capacity building programs and supervise content/module development and smooth rollout of training programs• Manage in-house creative designing or through outsourcing, ensure timely delivery of print / AV SBCC material (development, adaption, translation) to respective stakeholders• Identified best practices and lessons learned to build capacity and knowledge, and disseminate them through case studies, guidance notes and other relevant media.	Rs.60,000/- per month

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Name of the Project Post	Qualifications	Experience	Job Description	Project consolidated Remuneration
<p>Coordinators(2) CRU</p> <p>Posts - 2</p>	<p align="center"><u>Essential</u></p> <ul style="list-style-type: none"> • Master’s degree in public relations, social sciences, management, behavioural knowledge and psychometric expertise or similar field. • Excellent training / facilitation skills is a must • Good communication, writing and drafting skills required • Fluency in English, Telugu and Kannada • Computer literacy and ability to work efficiently in MS Office • Age should not exceed 40 years. <p align="center"><u>Desirable</u></p> <ul style="list-style-type: none"> • Good understanding of women and child issues • Published work 	<ul style="list-style-type: none"> • 7 - 8 years of progressive experience in handling multi-stakeholder, state or national level communication projects in a multi-disciplinary team. • Project coordination, preferably with some experience at state level 	<ul style="list-style-type: none"> • Design strategies, training plans • Using participatory methods, draft a complete communication strategy, outlining clear objectives, target activities, allies, deliverables and indicators, as well as an implementation plan • Prepare a complete implementation plan with timelines, accountability framework and budgets for state, districts and sub district level. • Develop TORs for M&E tasks to be carried out for consulting firms (e.g. the design of surveys, evaluations (mid-term and final evaluation), etc. using a combination of quantitative and qualitative methods; • Be responsible for sourcing data and information for specific M&E needs directly from various databases and surveys. • Review monitoring reports, analyze them for impact evaluation and to identify the causes of potential bottlenecks in project implementation and make recommendations. 	<p align="center">Rs.40,000/- per month</p>

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<p>Creative Designer (CRU)</p> <p>Post - 1</p>	<p><u>Essential</u></p> <ul style="list-style-type: none"> • Degree with certification in creative graphic designing • Excellent in handling Corel Draw, Adobe Illustrator, Microsoft Publishing and Page Maker • Good communication, writing and drafting skills required. • Age should not exceed 40 years. <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Fluency in English, Telugu and Kannada 	<ul style="list-style-type: none"> • 5 years of experience in creative designing, desktop publishing 	<ul style="list-style-type: none"> • Conceptualize and develop graphic designs for all print media interventions; including advertisements, campaigns ads, posters, packaging and annual reports; • Understand the objectives and requirements of the communication; Develop concepts and iterate them based on feedback; • Use innovation to redefine a design brief within the constraints of cost and time; Present finalized ideas and concepts • Work with a wide range of media, including photography and computer-aided design (CAD); proofreading to produce accurate and high-quality work; • Prepare the layouts and art work ready for print; Work with various design software such as In Design, QuarkXPress, FreeHand, Illustrator, Photoshop, 3ds Max, Acrobat, Director, Dreamweaver and Flash; • Support the CRU team in identifying external expertise in graphic design as required; negotiate cost packages; monitor the quality of work; • Coordinate with illustrators and photographers as required; work as part of a team with printers, copywriters, photographers, stylists, illustrators and web developers; 	<p>Rs. 35,000/- per month</p>

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Name of the Project Post	Qualifications	Experience	Job Description	Project consolidated Remuneration
<p>Senior Administrative Assistant (CRU)</p> <p>Post - 1</p>	<p style="text-align: center;"><u>Essential</u></p> <ul style="list-style-type: none"> • Degree with diploma in computers • Proficiency in the use of computer programs for: Word processing, Databases, Spreadsheets, Bookkeeping, E-mail, Internet; Proficiency in the use of office equipment: Computer, Voice messaging systems, Fax, Photo copier • Age should not exceed 35 years. 	<ul style="list-style-type: none"> • 5 years of experience in office administration • Fluency in English, Telugu and Kannada 	<ul style="list-style-type: none"> • Manage reception and answer phone inquiries Reply to general information requests with the accurate information Sort incoming mail, faxes, and courier deliveries for distribution • Responsible for office administration Use computer word processing, spreadsheet, and database software to prepare reports, memos, and documents • Purchase, receive and store the office supplies ensuring that basic supplies are always available • Assist with financial management in preparation of invoices and financial statements; Process accounts payable/receivable ensuring timeliness and accuracy of information; Prepare accurate bank reconciliations and deposits; Administer petty cash according to established procedures; Assist with financial reports as required; Use computer software to prepare invoices and financial statements 	<p style="text-align: center;">Rs.25,000/- per month</p>

	<p style="text-align: center;"><u>Desirable</u></p> <ul style="list-style-type: none"> • Good communication, writing and drafting skills required. 			
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Name of the Project Post	Qualifications	Experience	Job Description	Project consolidated Remuneration
<p style="text-align: center;">Office Support (CRU)</p> <p style="text-align: center;">Post - 1</p>	<p style="text-align: center;"><u>Essential</u></p> <ul style="list-style-type: none"> • SSC or Intermediate Pass • Language skills in Telugu and Hindi • Age should not exceed 35 years <p style="text-align: center;"><u>Desirable</u></p> <ul style="list-style-type: none"> • Courteous, pleasant and initiates help & support when necessary 	<ul style="list-style-type: none"> • 2 years of previous experience in similar role 	<ul style="list-style-type: none"> • Assist CRU team in office functions, filing, organizing files and file movement • Assist in procurement of consumables, inventory and log • Office up keeping, assist in hospitality and office visitors • Make necessary arrangements for meetings, workshops and trainings 	<p>Rs.8,500/- per month</p>

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The candidates are advised to go through the advertisement thoroughly before applying.

Qualified and interested candidates should [apply online](http://www.nird.org.in) through NIRD&PR Website: www.nird.org.in.

General conditions:

- This project assignment is purely temporary, co-terminus and does not entail any kind of regular appointment in NIRD&PR in future
- In case of large number of applications, the Institute may shortlist the candidates as may be necessary
- Canvassing in any form will be treated as disqualification
- No correspondence or telephonic enquiry will be entertained as regards short-listing, calling for interview, selection or engagement
- The Institute reserves the right to relax any of the requirements i.e. age, educational qualification, experience etc. in exceptional cases
- Number and duration of the position indicated in the advertisement may vary, depending upon the requirement
- **Regarding Published work scanned copy of cover page with ISBN details is to be enclosed (if more than one copy has keep all in one file and generate .PDF and upload).**

The **last date for submitting applications online is 4th January, 2017**. Applications received after the due date and time will not be considered.

The shortlisted candidates will be informed about the date, time and venue of the Interview.

**Professor & Head (CHRD) &
Coordinator CRU -NIRDPR**