

## **JOB DESCRIPTION- Officer Communications**

### **About the Organisation:**

Arghyam is an Indian public charitable foundation setup in 2001 with a personal endowment from Rohini Nilekani with a vision to 'Safe, Sustainable Water for All'. Arghyam's focus is exclusively on addressing the single biggest challenge India is facing today which is of ensuring availability of clean water for drinking and sanitation purposes to every citizen. Arghyam, through its grants and partnerships with national, state and local governments, civil society organisations and networks and academic institutions in over 20 states in India, built an international reputation as an organisation noted for its innovation and values. We are a small, diverse team comprising individuals who have come together sharing the same dream and passion for making a difference to the people of India. For more details please see [www.arghyam.org](http://www.arghyam.org).

### **Responsibilities**

- **Operational Support**
  - Develop and coordinate the production of Arghyam communication materials regularly such as annual reports, case studies, brochures etc. to high quality standards
  - Interact with different teams to develop and execute their communication requirements and ensure that they are fulfilled as requested for
  - Produce documents for advocacy and contribute to the publications calendar for different external audiences and publications
  - Work with the monitoring and evaluation framework for the organisation to extract evidence-based recommendations for external communications
  - Seek and develop deep, long-term, and mutually beneficial partnerships with service providers (designers, printers, web experts, editors, writers, consultants, media planners etc.)
  - Identify and recommend methods to create visibility for Arghyam's core programs for an external audience such as stories for the media print
  - Maintain and update Arghyam's website
  - Assist in coordination of events, manage stalls and booths at conferences, events and seminar
  - Develop and manage Arghyam's new media presence
  
- **Others**
  - Contribute to organisation's learning, and promote an environment for the learning and development of employees and partners through enhanced communications
  - Collaborate with colleagues and functions across the organisation to enhance relationships and ensure effective working

### **Qualifications, Experience and professional attributes:**

- Bachelor's or Master's degree from a reputed educational institution in the field of Mass Communication and Journalism/Development Communication/with excellent academic record
- At least 2-4 years experience in the development sector, ideally in a communication/advocacy role
- Knowledge on production and dissemination of communication materials
- Ability to get multiple groups and partners to work towards a common goal
- Demonstrated ability to work with people at all levels and in a non-patronizing manner
- Good written and oral communication skills in English
- Proficiency in Word, Excel and PowerPoint
- Willingness to undertake extensive travel
- Good understanding of the WASH sector will be considered as an advantage

**Personal Attributes:**

- Interest and understanding of the development sector and commitment to social justice based on reflection, analysis and the role of civil society
- Passion, confidence, and ability to articulate issues in a simple manner to a wide variety of audience
- Excellent interpersonal skills, with an ability to work independently in a multi-disciplinary and fast-paced team environment

**Compensation:**

Competitive and commensurate with experience and abilities

**Location: Bangalore**

To apply for this post, please e-mail your updated resume to: [jobs@arghyam.org](mailto:jobs@arghyam.org) with a mandatory subject line "APPLICATION FOR THE POST OF **OFFICER –COMMUNICATIONS**"