

COMMUNICATIONS ASSISTANT

Dialectics Services Private Limited (www.dialectics.in) carries out research, planning, assessment, monitoring, evaluation, systems development, dissemination and other related direct and support services in the field of socioeconomic development, business management, community development and social justice, sustainably. Dialectics believes in affirmative action and encourages women, LGBTQi candidates, persons with disabilities and those belonging to SC/ ST and minority communities to apply.

Vacancy details

Communications Assistant

Reporting to: Senior Programme Manager

Location: Patna / Chennai / Delhi

Deadline: March 10, 2022

Job profile

Working independently and in teams, the communication officer will be responsible for the development and execution of communication-related initiatives of Dialectics.

Main duties and responsibilities

The communication officer will be expected to help develop, manage and innovate the Praxis communication portfolio through new ideas on how to maximise effectiveness of each engagement by the organisation. This includes the following tasks:

- Design content and tools for internal and external communication and disseminate core process to facilitate learning – these could be audio, visual, written or in other forms
- Support programme team with innovatively and effectively communicating study findings.
- Build the profile of Praxis by contributing to the knowledge building process, engaging in public relations and bringing about quality products
- Develop and update content for (organisational and project) websites
- Support the communication unit's work in the production of monthly newsletters, internal and external publications, video documentation and related processes and other products
- Identify opportunities for supporting communication initiatives and other work to build the Praxis portfolio and develop proposals for the same
- Contribute to the development of varieties of high-quality thematic communication products
- Collect and incorporate feedback and evaluations of the audience / team on each communication initiative

Required qualifications, skills and experience

- Masters' Degree/PG Diploma in Mass Communication, Development / English
- Good command over language and communication
- Proficiency in spoken and written English and at least one other language (preferably Hindi / Tamil)
- High degree of competency using communication-related computer programmes and software used for designing
- Two years of direct experience in working in a communications role, specifically related to copy editing and basic designing
- Good team player who is able to work independently on own initiative and organise time effectively and within a range of conflicting deadlines.
- A flawless record of financial integrity

Other skills

- Demonstrable interest in the potential of using media for social development
- Exposure to and understanding of audience research and the integration of research findings into creative outputs

How to apply

Email CV and a cover letter explaining 'Why I should be considered for the position' to admin@dialectics.in. The applicant is requested to clearly indicate the Position Title in the subject heading. Applications without the cover letter will not be considered. Only short-listed candidates will be contacted.

Date of Issue: March 1, 2022

Closing Date: March 10, 2022