



JOB DESCRIPTION

1. Job Title: Officer- Communication

2. Name of Incumbent and Grade:

3. Department: ESIC-HLFPPT Karnataka Sankalp Project

4. Reports to – Manager-Outreach

5. Immediate Level Sub Ordinates: Workplace Coordinators, integrated labs staff, info kiosk counselors

6. Objectives of the Job (summary of the position)

The communication Officer particularly Responsible for identifying communication needs in the various segments of the project, design and implement the communication strategy with in the project. The position shall also coordinate with other activities within the project and develop appropriate communication material.

The Communications Officer is responsible for implementing communication strategy and methods in the projects, Partner NGOs and community. He/She should provide support to all the project staff, Partners and community in developing appropriate communications in preventing of STIs, HIV/AIDS, Malnutrition, Lifestyle Diseases such as Hypertension and Diabetes and Vector Borne Disease such as Dengue, Malaria and Chikungunya and foster behavior change in community. He/She shall liaise with local institutions, NGOs, and government departments in providing strategic communication support.

7. Principal Duties and responsibilities

Area of Responsibility	Critical Tasks
1. Identifying, Designing and implementation of communication strategies	<ul style="list-style-type: none">Identify communication needs with in project area and design necessary communication material.The communication officer shall have innovative ideas to rollout the communication plans.
2. Capacity Building	<ul style="list-style-type: none">Organizing inter-departmental workshops, training of key nodal officers for communication
3. Advocacy	<ul style="list-style-type: none">Development of advocacy and communication

	materials as required for each department
4. Implementation	<ul style="list-style-type: none"> • Develop action plans based on the strategy and strategy implementation plan. • Ensure the effective implementation of the plans, monitor the same with a constructive feed back to functional heads in the projects and Partner NGOs • Be responsible for utilization of communication aids, tools at field level, monitor the impact level and design the changes as per progress of the project implementation. • Identify, suggest and assist to implement local level community events among various targets groups
5. Linkages	<ul style="list-style-type: none"> • Establish Linkages with the service centres run through GO/NGOs/private sector and public sector.
6. Social Mobilization	<ul style="list-style-type: none"> • Identify Faith Based organizations, civil society networks, NGOs working in health and outside health sector, Self Help groups in mobilizing support for project.
7. Innovations	<ul style="list-style-type: none"> • The officer shall develop innovative strategy for communication and share with reporting officer and team. • They shall also involve necessary departments for smooth rolling out

8. Authority Limits

To oversee the communication related budget and expenditure

9. Reporting Requirements

- (i) Monthly Program Update.
- (ii) Quarterly Report
- (iii) Annual Report.

10. Key Evaluation Parameters for Performance Appraisal

- Quality delivery of IEC and BCC material

- Communication events conducted
- Support extended for training needs

11. Qualification and work experience

- Post Graduation in Social Work, Mass Communication or any other Social Sciences or Management from reputed institutions
- Should have at least 4-5 years work experience in the health and development sector of which a minimum of two or three years in the position specific field.
- Experience in the area of Communication and handling partnership with Government would be preferred.
- Experience of 4-5 years of development sector with at least 2-3 years in communication activities.

12. Competency

- Coordination and Liasoning skills, Community Mobilization skills
- Good oral and written communication skills (English and Kannada are preferable Tamil, Telugu and Hindi would be an advantage)
- Proficiency in computers.
- Excellent Knowledge of Sexual/Reproductive Health, Communicable disease and Non communicable diseases and Nutrition.
- Independence and initiative
- High level of integrity
- Ability to cooperate with others and work in a participatory manner to achieve established goals

13. Terms of employment: The position will be on contract for one year and will be paid in the range of Rs. 3,00,000-3, 60,000 per annum (CTC).

Please Note: The interested candidates should send their detailed application along with CV within seven days after publication of this advertisement to:

Deputy Manager HR (Recruitment)

Hindustan Latex Family Planning Promotion Trust
B-14 A, Sector 62,
NOIDA, UP – 201301

Or E-mail at careers@hlfppt.org mentioning “Application for the post of Officer Communication - Sankalp Karnataka” in the subject line of E-mail or on the top of the envelop if sent by post.