

Job Specifications:

- 1) Position: Communications Officer
- 2) Reporting: Director, SEARCH
- 3) Location: Shodhgram, Campus of SEARCH in Gadchiroli district

Job Overview

The Communications officer would execute various tasks related to PR, publicity and media outreach. S/he would be responsible for executing the communication of the activities of SEARCH with the larger society and specific target groups. S/he will manage the relationships with media groups / journalists, well-wishers and civil society.

Key Roles:

- i. Assist the Communication Manager to prepare work plans and implement the same.
- ii. Capture learnings from specific projects through regular field visit.
- iii. Coordinate with journalists in print, electronic & digital media to regularly share the news on the work of SEARCH and plan stories on SEARCH.
- iv. Create and deliver high-quality communication products and services, including press releases, newsletters, and social media content.
- v. Manage the organization's website and social media accounts, ensuring they are up-to-date and engaging.
- vi. Build and maintain relationships with key media contacts and partners.

Candidate Profile

- Ideally Graduate / Post Graduate from a prestigious institution with minimum 3 years of professional experience with a Media Group / PR Company / Creative Agency / Communication Division of other large for profit or nonprofit organization and / OR proven experience of creative writing in development sector.
- Strong written and verbal communication skills
- Creative skills to develop various communication material using different communication tools.
- Experience managing social media accounts and websites.
- Passion for development and an understanding of the social impact space.

- Proficiency in English and Marathi
- Minimum commitment of 3 years.

Benefit package:

- *Salary:* 20,000 – 40,000.
- *Annual increment:* Due each year as per the policy of SEARCH.
- *Accommodation:* Will be provided in the campus as per need (single or family).
- *Other Benefits:* Provident Fund, Medical Insurance and Gratuity will be applicable as per the policy of SEARCH.
- *Health Care:* Primary & secondary medical care free in the Hospital of SEARCH.
- *Growth of the Individual:* SEARCH strives to create a clear path for career progression for the Professional by providing learning opportunities through mentoring by eminent medical professionals, courses, workshops and field visits.
- *Education of Children:* Free pick up and drop back facility for children in school at Gadchiroli town (with CBSE school till 12th standard).
- Scholarship to children of the Staff for higher education as per policy of SEARCH.
- *Spouse:* SEARCH considers the position of Spouse of the candidate empathetically, and though not assured, strives to explore appropriate job for the spouse based on the need and competencies of the candidate.
- *Leave:* 16 days summer vacation + 7 days Diwali vacation + 7 casual leaves + 12 public holidays in a year.

Note: The probation period in SEARCH is one year.

- Send applications to: hr@searchforhealth.ngo
- Mark 'for the post of Communications Officer' in the subject line of the email.
- Visit our website: <http://www.searchforhealth.ngo>
- Application fees: 100 Rs.
- VPA id: search12345@icici