

URGENT REQUIREMENT

Head Communications and Coordinator Communications

Centre for Social and Behaviour Change Communication (SBC³) seeks to recruit for the Positions listed below:

- Head Communication- experienced pro see below for details.
- Coordinator Communication- fresher with appropriate qualifications, see below for details.

Centre for Social and Behaviour Change Communication (SBC³) was set up in 2017, as a Section 8 (non-profit) Public Company focussing on developing and implementing SBCC based interventions. We are also a UNICEF Partner agency. Website: www.centreforsbcc.org

We work on several projects that offer 360° Development Communication exposure on a range of projects

Positions no 1:	Head Communications
Timing	Full time position, 5 day week.
Qualifications	Candidates could be from: Post Graduate in Communications or equivalent degree; Candidates with MBA or MSW with adequate <u>communication</u> experience; Post graduate from TISS in Media with experience in communication with an ngo.; PGD from Xavier Institute of Communication; PGD in Social Communication Media from Sophia Polytechnic; PG extension studies in Media from SNTD. Marathi language skills are very important.
Experience:	About 5-8 years' experience with last 2-3 years at a position with similar experience. Please note that MSWs with only program experience and no Communication experience will not be considered.
Date for Joining:	Immediate.
Location	Mumbai, currently office is at Santa Cruz East adjacent to Railway station

Roles and Responsibilities

This is an important position and includes Development Communications, digital communications, events, brand building, cause equity promotion. The key roles include:

- Developing all communication components for all SBCC programs covering all formats across all media for multiple projects/clients
- Responsible for all Communication requirements for the UNICEF project on Ending Child Marriages in Maharashtra including IEC, outdoor media, Community Radio Stations programming and Community engagement programs.
- Managing assigned websites and Social media accounts.
- Develop and manage a program of developing and mail management of eNewsletters, Annual Reports, Program reports for website.
- Manage vendors for websites, social media and creative agencies for creative output.

- Developing analytics for website and social media and reporting periodically.
- Organise and manage Events related to our projects/organisation.
- Write content for social media and website.
- Communication for retail fund raising and Donor relationship management

Skill set and Competencies

- Knowledge of development issues
- Outstanding verbal and written communication skills.
- Extremely well conversant and articulate in English and Hindi. Additional Marathi skills would be welcome.
- Proven ability to effectively work and coordinate with team.
- Excellent knowledge of online requirements and technologies/methods covering social media and web.
- Knowledge of and experience of various media.
- Experience of working on development Communication projects.
- Very comfortable with Computer skills.
- Excellent presentation skills are required
- Willingness to travel as and when needed.

Note: The roles and responsibilities underlines that the person should be self-motivated. Selected candidate will be required to have own Laptop. Reimbursement for net connections will be provided.

Remuneration: Will be between Rs. 50,000 and Rs. 75,000/- per month subject to qualifications and experience. Depending on the quality of experience we may consider higher compensations.

Interested candidates please send us your CV by email, within 15 days, to “contact@centreforsbcc.org” with the subject line marked “**Head Communications**”

Positions no 2:	Coordinator Communications
Timing	Full time position, 5 day week.
Qualifications	Candidates could be from: Fresh Post Graduate in Communications or equivalent degree; Candidates with MBA or MSW with adequate <u>communication</u> experience; Post graduate from TISS in Media with experience in communication with an ngo; PGD from Xavier Institute of Communication; PGD in Social Communication Media from Sophia Polytechnic; PG extension studies in Media from SNTD. Marathi language skills are very important.
Experience:	About 6 months -1 year experience. Freshers’ with the appropriate qualifications may apply. Please note that MSWs with only program experience and no Communication experience will not be considered.
Date for Joining:	Immediate.

Location**Mumbai, currently office is at Santa Cruz East adjacent to Railway station****Roles and Responsibilities**

These post involve exposure to Development Communications, digital communications, events, brand building, cause equity promotion. The key roles include:

- Responsible for coordinating on all Communication requirements for the UNICEF project on Ending Child Marriages in Maharashtra including IEC, outdoor media, Community Radio Stations programming and Community engagement programs.
- Coordination on assigned websites and Social media accounts.
- Developing analytics for website and social media and reporting periodically.
- Organise and manage Events related to our projects/organisation.
- Write content for social media and website.
- Communication for retail fund raising and Donor relationship management

Skill set and Competencies

- Outstanding verbal and written communication skills.
- Extremely well conversant and articulate in English and Hindi. Additional Marathi skills would be welcome.
- Proven ability to effectively work and coordinate with team.
- Excellent knowledge of online requirements and methods covering social media and web.
- Knowledge of and understanding of various media.
- Very comfortable with Computer skills.
- Excellent presentation skills are required
- Willingness to travel as and when needed.

Remuneration: Will be between Rs. 30,000 and Rs. 45,000/- per month subject to qualifications and experience.

Interested candidates please send us your CV by email, within 15 days, to "contact@centreforsbcc.org" with the subject line marked "**Coordinator Communications**"

IMPORTANT: These position are primarily for those currently located in Mumbai. We regret that **Outstation candidates will not be considered.**

