

Job Vacancy

Position: Communication Officer

Location: New Delhi

Institute for Human Development (IHD), New Delhi, a research Institute working in the areas of human development, is currently seeking a motivated and performance-oriented individual for the position of “Communication Officer”.

Key Responsibilities:

- ❖ **Content Creation & Digital Media** – Develop and manage engaging content for reports, newsletters, blogs, policy briefs, social media, and the website to enhance the organisation’s visibility, branding, and online engagement. Help plan and maintain IHD’s digital presence across platforms (website, Facebook, Twitter, etc.), ensuring regular updates.
- ❖ **Event Planning & Outreach** – Plan, coordinate, and promote events, webinars, and campaigns to support the Institute’s activities, while engaging key stakeholders effectively.
- ❖ **Fundraising & Donor Engagement** – Identify potential donors, facilitate in the preparation of project proposals, and foster relationships with funding agencies, CSR initiatives, and philanthropic organisations. Develop and implement fundraising strategies.
- ❖ **Media & Publication Support** – Preparation of academic and annual reports, facilitate the faculty in major publications, and the Institute’s journals. Support media outreach, including handling press releases, book reviews, and building media coverage.

Eligibility Criteria:

- Master’s degree or equivalent training/experience in relevant areas of communications, public affairs, journalism, media studies, English, Social Sciences etc.
- Very good writing skills with the ability to communicate effectively.
- Proficient knowledge and experience in utilising tools and technology for web content management and social media platforms.
- Strong interpersonal, communication, and organisational skills.
- Capability to handle multiple activities simultaneously and deliver them within specified deadlines.
- Preferred exposure to basic design and layout experience.

Salary: Negotiable and based on experience

How to apply

Interested candidates should apply online through

Google Form (<https://forms.gle/KQr6eQ25wPbthwN3A>)

by 12 March 2025.

Only shortlisted candidates will be informed.