

Job Description for Communications Associate, ASER Centre

Deadline: 30th April 2017

ASER Centre (www.asercentre.org) seeks to use simple yet rigorous methods to generate evidence on scale on the outcomes of social sector programs. It also aims to strengthen the link between evidence and action by building the capacity of individuals and institutions to design, conduct and understand assessments that focus on key outcome indicators. ASER Centre’s flagship program is the Annual Status of Education Report, which is one of the largest household surveys of children in India, conducted annually at scale. We are currently hiring for the following position at ASER Centre:

Job title:	Communications Associate
Reports to:	Unit Head
Job base location:	New Delhi (with frequent rural travel to states)

Job purpose

ASER Centre undertakes several projects under the theme of strengthening the link between evidence and action on scale. These projects are managed by various units within ASER Centre. The Communications Associate role would be a support function to existing project implementation teams at ASER Centre, to document and market their projects for external audiences.

Responsibilities

The primary tasks and responsibilities of a Communications Associate would be as follows:

1. Managing day-to-day communication tasks of ASER Centre
2. Working on branding of the ASER survey and other projects of ASER Centre- this would include designing brochures, posters, digital material, communication documents etc.
3. Documenting projects at ASER Centre
4. Looking after administrative communication tasks
5. Assisting in planning conferences
6. Maintaining the ASER Centre website
7. Assisting in social media related tasks

To be able to perform the above tasks effectively, the candidate shall be expected to work in close coordination with state teams and various units within the central team.

Required qualifications and skills:

Who are we looking for?

This role is for candidates who are interested in communications in the development sector. We are looking for candidates who are deeply interested in the core principles of ASER Centre, are open and willing to learn, are creative, are not afraid to deliver well beyond tasks assigned to them, and are willing to innovate and think of new ideas. We are also looking for candidates who are comfortable with traveling extensively to rural locations across the country, sometimes at short notice and

comfortable working with a wide variety of people. A minimum 2-year commitment from the candidate is desirable.

Qualifications: Minimum Graduate, preferred degree in Communications/Mass Media, Journalism or English.

Work experience: Work experience is desirable. If the candidate does not have prior work experience, examples of taking initiative in assignments/projects at university or at internships and commitment to the guiding principles of ASER Centre are desirable.

Skills:

1. Proficiency in M.S. Office (Excel, Power Point and Word)
2. Strong communication skills (written and oral)
3. Proficiency in English and Hindi is required. Knowledge of a 3rd Indian language is desirable
4. Photography/videography/photo editing skills are desirable
5. Ability to handle work pressures and deliver under tight schedules
6. Ability to work well in teams

Consultancy Fees: The following factors will be taken into account while deciding the consultancy fees for the candidate: a) academics b) internship experience/other job-related experience c) skills possessed d) performance in recruitment assignment.

Application process:

- Kindly email CV and Cover Letter to recruitmentsasercentre@gmail.com. Kindly mention the job title in the subject line. Please send your CV and cover letter as only 1 document.
- Candidates should also submit a written sample on any topic along with the cover letter.
- Shortlisted candidates will be invited for an interview. They will then be asked to submit another written assignment on a given topic.

All application related queries can be addressed to Anuradha Agrawala or Ranajit Bhattacharyya at ASER Centre: +91 11 46023612 or +91 11 26716084.