

**Head Office Address:**  
4, Community Shopping Centre,  
Anupam Apartments, Saidullajab,  
MB Road, New Delhi 110068  
Tel: +91 88005 15992 | E-mail: delhi@srijanindia.org  
Website: www.srijanindia.org



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## **JOB DESCRIPTION**

### **Project Executive - Communications**

#### **1. POSITION VACANT: Project Executive - Communications**

#### **2. ORGANIZATION BACKGROUND:**

Founded in 1997 and registered as a public charitable trust in January 2000, **SRIJAN** is a grassroots implementation and support agency, committed to promoting sustainable and self-reliant models of rural development through interventions in agriculture, horticulture, natural resource management, dairy and livestock.

Geographically spread over four states, **SRIJAN** collaborates with the state governments to help build both hard and soft infrastructure for the rural poor. It has been and continues to be in several policy-making bodies of the central government. It has a healthy portfolio of projects with an annual value of Rs. 25-30 crores and a headcount of 400 direct and indirect staff. It is supported by a range of well-known private donors, such as Tata Trusts, the Ford Foundation, Axis Bank Foundation, Bill and Melinda Gates Foundation, and Azim Premji Philanthropic Initiatives.

For more information, please visit <http://srijanindia.org/>

#### **3. JOB DESCRIPTION/ RESPONSIBILITIES:**

Reporting to the **Program Director**, the **Project Executive- Communications** shall be responsible for communications going to the outer world through websites/social media platforms or blogs, newsletters, etc.

#### **4. QUALIFICATION, SKILLS, AND EXPERIENCE:**

##### **Qualifications:**

Graduate/Post Graduate in Mass Communication/English Hons/Development/Communications Development Studies and related courses.

##### **Experience:**

2-3 years of similar work experience within the non-profit sector. Freshers with internship experience in similar communications related roles may apply.

##### **Skills and Competencies**

- (1) Basic Knowledge of livelihood, water security, and rural development.
- (2) Should be able to develop and design Internal/external communication materials( Annual report, case studies, donor reports, flyers, articles)
- (3) Excellent writing, presentation, and communication skills
- (4) Good knowledge of English & Hindi

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- (5) Should be able to analyse the performance of posts on social media will be an added advantage and given preference.
- (6) Should be able to guide and supervise production of audio-visual aids both at organisation level and community level
- (7) Basic photo editing skills
- (8) Good knowledge of social media tools such as Twitter, Facebook, Instagram and LinkedIn.
- (9) Functional knowledge of MS Office.
- (10) Should be willing to travel to field locations

## **5. COMPENSATION OFFERED:**

Candidates will be recruited as Project Executive - Communications, depending on experience and educational qualifications. In addition to this, there is communication allowance and all travel expenses are covered by the organization. SRIJAN also provides Group personal accidental and group medical insurance facilities.

**6. LOCATION:** Delhi, Head Office.

## **7. APPLICATION PROCESS:**

If you are interested, please apply here [https://mis.srijanmis.org/vacancy\\_work\\_with\\_us.php](https://mis.srijanmis.org/vacancy_work_with_us.php) by or before 10<sup>th</sup> April, 2023.

