



NATIONAL INSTITUTE OF RURAL DEVELOPMENT AND PANCHAYATI RAJ
(Ministry of Rural Development, Government of India)
Rajendranagar, Hyderabad – 500 030.

Advt. No.19/2019
(No.NIRDPR/Admn.A/AR(E)/2019/CGGPA)

National Institute of Rural Development and Panchayati Raj is a premier Institute of national and international repute in terms of capacity-building and research in the realm of Rural Development and related aspects. NIRDPR invites online applications from qualified and experienced persons for its Communication Resource Unit (CRU) sponsored by UNICEF, on short term contract basis for the following positions.

- i) **SBCC Coordinator (1 No.)**
- ii) **Manager (1 No.)**

The details with regard to the remuneration, qualifications, experience, age, etc., are as follows:

1. Name of the Position	SBCC Coordinator
Salary	Rs.50,000/- per month
Reports to	Manager – Communication Resource Unit (CRU),NIRDPR
Duration	September 2019 to 31 January 2020 Possibility to extension till December 2022
Age	Should not exceed 40 years
Purpose & Key Responsibilities	
<ul style="list-style-type: none">• Design strategies, training plans Using participatory methods, draft a complete communication strategy, outlining clear objectives, target activities, allies, deliverables and indicators, as well as an implementation plan• Prepare a complete implementation plan with timelines, accountability framework and budgets for state, districts and sub district level.• Develop TORs for M&E tasks to be carried out for consulting firms (e.g. the design of surveys, evaluations (mid-term and final evaluation), etc. using a combination of quantitative and qualitative methods;• Be responsible for sourcing data and information for specific M&E needs directly from various databases and surveys.	

<ul style="list-style-type: none"> • Review monitoring reports, analyze them for impact evaluation and to identify the causes of potential bottlenecks in project implementation and make recommendations. • May Develop innovative and creative media content across social media platforms and manage organizations/department's social media presence.
<p>Qualifications, Skills & Experience</p> <ul style="list-style-type: none"> • Master's degree in public relations, social sciences, management. • Behavioural knowledge and psychometric expertise or similar field. • Excellent training / facilitation skills is a must • Good communication, writing and drafting skills required • Fluency in English and Telugu and Kannada may be added advantage • Computer literacy and ability to work efficiently in MS Office • 7–8 years of progressive experience in handling multi-stakeholder, state or national level communication projects in a multi-disciplinary team. <ul style="list-style-type: none"> • Project coordination, preferably with some experience at state level

2.Name of the Position	Manager – Communication Resource Unit
Salary	Rs.1,20,000/- per month
Reports to	Director, Centre for Good Governance and Policy Analysis (CGG&PA), NIRDPR
Duration	September to 31 January 2020 Possibility of extension till December 2022
Age	Should not exceed 50 years
Purpose & Key Responsibilities	
<p>About CRU</p> <p>Manager – CRU will take lead and manage Communication Resource Unit under the guidance of Director-CRU and Professor &Head,CGGPA responsible for delivering its results. His/ Her key responsibilities are:</p> <p>Networking & Liaising for Business Development</p> <ul style="list-style-type: none"> • Represent CRU; liaise with new government and development partners; identify potential government partners/decision makers; setup regular meetings leveraging NIRDPR network; present CRU SBCC products and services; • Development business development plan for CRU and execute it as per the defined timelines 	

- Draft / Develop necessary concept notes and proposals, submit to different departments/states and undertake close follow-up
- Forecast/ Identify SBCC needs/requirements of different departments/states and facilitate development of thematic SBCC strategies for selected themes as per the need;
- In coordination with SBCC Coordination Group, facilitate/organize SBCCCG meetings, consultative workshops and trainings
- Organize and maintain a database of consultants, agencies and service providers to facilitate/deliver timely services agreed with stakeholders and partners

Technical Leadership

- Provide oversight to Formative Research; SBCC Strategy/Design; SBCC Implementation Planning; SBCC Trainings; SBCC Messages and Material; Supportive Supervision, M&E
- Manage capacity building programs and supervise content/module development and smooth rollout of training programs
- Supervise in-house creative designing or through outsourcing, ensure timely delivery of print / AV SBCC material (development, adaption, translation) to respective stakeholders
- Identified best practices and lessons learned to build capacity and knowledge, and disseminate them through case studies, guidance notes and other relevant media

Budget Management

- Regular review and monitoring of budget utilization
- Timely submission of finance/activity reports, FACE and SOE

Qualifications, Skills & Experience

- Master's degree in communications, public relations, social sciences, management or similar field. MBA is preferred
- 10-12 years of progressive experience in development sector, handling multi-stakeholder, state or national level communication/development projects in a multi-disciplinary team. Experience in marketing in combination with development sector is desirable. Having experience in CSR will be an added advantage
- Excellent communication, writing and drafting skills required.
- Good understanding of women and child issues.
- Project coordination, preferably with some experience at the national level or state level.
- Fluency in English and Hindi. Knowledge of Telugu and Kannada will be added advantage
- Computer literacy and ability to work efficiently in MS Office

General conditions:

- This assignment is purely temporary and does not envisage any kind of regular appointment in NIRDPR in future.
- The Institute has right to shortlist the candidates as may be necessary.
- Canvassing in any form will be treated as disqualification
- No correspondence or telephonic enquiry will be entertained as regards shortlisting, calling for interview, selection or engagement.
- The Institute reserves the right to relax any of the requirements i.e., educational qualification, experience etc. in exceptional cases.
- The selection will be at NIRD&PR, Rajendranagar, Hyderabad
- The candidates should apply through online registration available on the website www.nirdpr.org.in;http://career.nirdpr.in/
- The last date for submitting applications online is **21.08.2019**

Sd/-

Assistant Registrar (E) i/c