

ICLEI- Local Governments for Sustainability, South Asia

VACANCY ANNOUNCEMENT: COMMUNICATIONS MANAGER

ICLEI South Asia requires a dynamic and creative individual to join the office in the capacity of Communications Manager for the proper and timely execution of all internal and external ICLEI South Asia communication activities. The office is based at New Delhi, India.

Terms of reference for available position

Subject area: Communications

Date of joining: Immediate

Main responsibilities

- Developing and implementing a communication strategy for the organisation
- Supervising the digital media presence of the organisation on popular social media channels like Facebook, Twitter and YouTube
- Strengthening the organisation's online presence through the use of social media channels, and its website
- Ensuring the timely preparation of monthly e-newsletter and publishing articles on key achievements and issues
- Supporting, when required, the compilation of documents for programme proposals, concept notes, project reports, project documentation, along with program teams
- Compiling, editing and finalising organisational reports like the Annual Report and event outcomes report
- Together with the Communications Officer, ensuring that the website and all content on it remains updated
- Assisting in the preparation and implementation of events (from smaller workshop to larger conferences), in the planning, coordination, communication and documentation phases
- Liaising with print, electronic, and audio-visual media to promote the organisation's work and events

Education:

- Required: A degree in communications/ writing/ mass communication or a related field
- Desired: A good understanding of sustainable development and efforts in the field

Professional experience:

- Required: 5+ years experience in communications
- Desired: Previous experience in a sustainability/development sector organization in a similar capacity would be an asset.

Computing:

- Required: Knowledge of MS office, social media, CMS software such as Typo3, social media analytics and tools.
- Desired: design software such as Adobe Photoshop and InDesign; HTML language

Remuneration will be commensurate with experience.

Interested candidates are requested to submit CV (along with one-page note describing your suitability for the position and two references) by email to iclei-southasia@iclei.org.

Please note only shortlisted candidates will be contacted.

For more information about ICLEI South Asia: www.southasia.iclei.org

For more information about ICLEI Global: www.iclei.org

About ICLEI – Local Governments for Sustainability: ICLEI - Local Governments for Sustainability is the world's leading association of cities and local governments dedicated to sustainable development. ICLEI is a powerful movement of 12 mega-cities, 100 super-cities and urban regions, 450 large cities as well as 450 small and medium-sized cities and towns in 84 countries. ICLEI promotes local action for global sustainability and supports cities to become sustainable, resilient, resource-efficient, biodiverse, low-carbon; to build a smart infrastructure; and to develop an inclusive, green urban economy. The ultimate aim is to achieve healthy and happy communities. The South Asian arm of ICLEI - Local Governments for Sustainability (ICLEI South Asia) aims to build and serve a regional network of local governments to achieve tangible improvements in regional and global sustainability through local initiatives. Over seven years, ICLEI South Asia has emerged a strong and vibrant local government association with a membership base of almost 50 cities. ICLEI South Asia works on climate change adaptation and mitigation, energy, and environmental sustainability initiatives with cities in the region with funding support from various national and international partners.