



Job opening: Communications Associate

ICLEI - Local Governments for Sustainability, South Asia requires a dynamic and creative individual to join the office in the capacity of Communications Associate and support in carrying out ICLEI South Asia's communication activities. The position will be based at the New Delhi office of ICLEI South Asia.

Terms of reference for available position

Subject area: Communications

Date of joining: Immediate

Main responsibilities

The following is the list of typical tasks and responsibilities expected to be executed by the Communications Associate at ICLEI South Asia. All tasks will be performed under the supervision of the Communications Manager but a certain level of independence and pro-activeness is desired.

- Handling of regular updates for the website on our backend (Word Press) and for the monthly newsletter. This would involve pro-actively seeking information from the project teams, keeping track of relevant happenings in each project and sending content for editing to in-house editors.
- Compiling newsbits, and writing messages for the Executive Director and developing the draft of the newsletter for further review.
- Supporting the Communications Manager in the newsletter production, including design.
- Proofreading and editing articles, brochures, reports and other written material produced by the different teams.
- Assisting in taking notes, writing summaries and articles, and the overall documentation of events and webinars.
- Planning social media campaigns and strategies for different projects along with the Communications Manager.
- Planning and posting regular social media posts on ICLEI South Asia's official accounts on social media upon approval.





Required/desired skills

Education

- Required: A degree in mass communication/journalism or a related field.
- Desired: good understanding of the development sector, development and environment issues, climate change, sustainable development and efforts in the field.
- Desired: Knowledge of designing of creative content and design software.

Professional experience

- Required: 2-3 years of experience in the journalism or communication field.
- Desired: Previous experience in a development sector organisation in a similar capacity would be an asset, but is not mandatory.

Computing

- Required: Knowledge of MS Office, social media, CMS software.
- Desired: Knowledge of design software such as Photoshop and InDesign; HTML language.

Organizational skills

- Excellent writing and communication skills.
- Ability to write at different levels (subject based writing, reports, journalistic articles and web-based snippets) keeping in mind the target audience and the medium.
- Ability to also work independently and proactively when required.
- Enthusiastic attitude and willingness to learn, adapt and take on a wide range of tasks.
- Ability to work under tight deadlines and under pressure.
- Ability to handle multiple tasks simultaneously.
- Methodical and organised approach and working style.

Languages

- Outstanding oral and written English.
- A good understanding of Hindi or other languages will be an asset.

Conditions

- Location: Delhi
- Working language: English
- Full time





Remuneration will be commensurate to experience

Interested candidates are requested to send their brief (2 page) resume along with a self-written, concise cover letter to iclei-southasia@iclei.org by **31 October 2021**.

Please note only shortlisted candidates will be contacted.

For more information about ICLEI South Asia: <https://southasia.iclei.org/>

For more information about ICLEI Global: <https://iclei.org/>

About ICLEI – Local Governments for Sustainability

ICLEI – Local Governments for Sustainability is a network of more than 2500 local and regional governments, supported by a team of global experts, driving sustainable urban development worldwide. Active in 125+ countries, we impact over 25 percent of the global urban population.

ICLEI South Asia – the South Asian arm of ICLEI – Local Governments for Sustainability, aims to build and serve a regional network of local governments to achieve tangible improvements in regional and global sustainability through local initiatives. Over 15 years, ICLEI South Asia has emerged a strong and vibrant local government association with a membership base of over 75 cities.

We promote local action for global sustainability and support cities to become sustainable, resilient, resource-efficient, biodiverse, low-carbon, productive, ecomobile; to build a smart infrastructure; and to develop an inclusive, green urban economy with sustainable procurement with the ultimate aim of achieving healthy and happy communities. ICLEI also strengthens North-South and South-South cooperation to advance sustainability at the local regional and sub-national levels.

We work with South Asian cities with funding support from various national and international partners by offering various opportunities such as participation in programs and projects, technical inputs, information services, trainings, conferences, and workshops. We also share our expertise, reach out to cities, initiate interaction and mobilise funds. Facilitating peer learning, city-to-city exchanges, and networking, and supporting the development and implementation of demonstration projects are some ways in which we strengthen the capacities and technical know-how of cities that we work with.

<https://southasia.iclei.org/>

