



**Job Description:** Communications Manager

**Position Vacant:** 1

**Location:** New Delhi, India

ICLEI – Local Governments for Sustainability, South Asia is looking for a dynamic and creative individual to lead external and internal communications for the South Asia secretariat. The position will be based in New Delhi.

## 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 Manager at ICLEI South Asia. This is a leadership role and hence, the candidate should be comfortable working independently with support from the technical teams. This position reports to the Senior Programme Coordinator and works closely with the Executive Director.

- **Monthly Newsletter:** Overseeing and signing off monthly e-newsletters that include information on project updates, launch of publications, blogs, and upcoming events. Writing, re-writing and editing articles. Drafting the messages for the Executive Director to be included in the newsletter upon approval. Assuring quality of work and compliance with ICLEI's communications standards and guidelines for all communication materials. Supporting the designer in the newsletter production.
- **Communications Strategy:** Developing and implementing a coherent strategy for external and internal communications, including communication products such as brochures, leaflets, presentations, and digital communications.
- **Coordinating with Global Communications team** in Bonn, Germany to work on global campaigns, ICLEI branding, global projects, and events. Representing South Asia secretariat in monthly communications calls.
- **Proofreading and editing** articles, brochures, reports, and other written material produced by the project 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 as well as for regular updates.

- **Assisting the project teams** with communications-related work.
- **Updating ICLEI South Asia’s website** regularly with relevant information.
- Coordinating with website agency teams for the **upkeep of project websites**.
- **Working with freelance designers** for communications materials.

## **Required/desired skills**

### **Education:**

- A degree in Mass Communications/ Journalism/ English Literature or a related field.
- Experience or a good understanding of the development sector, climate change and environmental issues is an added benefit.

### **Professional experience:**

- Overall, 6-8 years of experience, and at least 2-3 years of experience in the communications field.
- Previous experience in a development sector organisation in a similar capacity is desirable.

### **Computing:**

- Knowledge of MS Office, social media, CMS software is required.
- Knowledge of design software such as Photoshop and InDesign; HTML language is desirable.

### **Organisational skills:**

- Excellent writing and editing skills.
- Ability to write at different levels (subject-based writing, reports, journalistic writing, and web-based snippets) keeping in mind the target audience and the medium.
- Ability to work independently and proactively.
- 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 spoken and written English skills.
- A good understanding of Hindi and other Indian languages will be an asset.

### **Conditions:**

- Location: Delhi
- Working language: English
- Full time
- Should be open to travel

## **Remuneration will be commensurate with experience.**

Interested candidates are requested to send their brief resume along with a concise cover letter to [iclei-southasia@iclei.org](mailto:iclei-southasia@iclei.org) **by 20 August 2022**.



*Please note that only shortlisted candidates will be contacted.*

### **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 16 years, ICLEI South Asia has emerged a strong and vibrant local government association with a membership base of over 100 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 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.

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

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