

## Vacancy Details:

Designation: **Communications Associate**

Positions Vacant: 1

Location: New Delhi, India

Date of joining: **Immediate**

## Terms of Reference:

ICLEI – Local Governments for Sustainability, South Asia, is seeking a dynamic and creative individual to join the Communications team as an Associate. This position is based out of the South Asia Secretariat office in New Delhi, offering an exciting opportunity to grow and excel in the field of communications. This role offers an opportunity to showcase and develop your ability to conduct research and create contextualised content that is delivered in a simple and engaging manner. With the support of the Communications Team, you will be responsible for creating both print and digital communications resources aimed at enhancing the visibility and recognition of ICLEI South Asia's initiatives among diverse stakeholders, including government, private sector entities, non-governmental organisations, media outlets, and civil society organisations.

## About the Role:

Your day-to-day responsibilities will include conducting desk-based research, producing and collaborating with the communications teams, project teams and experts to conceptualise and produce content and resources for ICLEI South Asia's communications platforms in form of written content, short videos, infographics, and posters. The role will also include working on several communications and media initiatives, assisting in event organisation and coverage, developing press releases and media kits.

## Required/Desired Skills:

- *Understanding of the Context:* We work with city governments. Prior work experience in a similar sector or an inclination to understand would be an asset
- *Social Media:* Capability to draft posts, create content, create engaging social media content, and monitor trends to boost digital presence.
- *Writing Content:* Flair for curating write-ups (first draft) for blogs, press releases, notes, presentations, and capturing summary for events.
- *Research Skills:* Proficiency in gathering reliable information about various projects and stakeholders to enhance communication efforts.
- *Graphic Design:* Ability to create meaningful content by breaking down complex concepts using design tools to meet the needs of projects and stakeholders.
- *Design and Video Tools:* Should be able to use Adobe Suite (Indesign/Illustrator/Photoshop), CorelDRAW, Canva, Final Cut Pro, After Effects, and Davinci Resolve, with comfort and willingness to experiment and learn new methods to make designs more engaging and create informative content.
- *Collaboration:* Effective collaboration with team members and external stakeholders (partners, video editors, content editors, designers, illustrators, etc.), such as video editors, to produce high-quality resources.

- *Ability to learn on the job:* Demonstrate a proactive and adaptable approach to acquiring new skills and knowledge while effectively integrating them into daily responsibilities.

### **Responsibilities:**

- Comply and support the execution of ICLEI South Asia's communication strategies across external platforms.
- Write blogs, scripts, press releases, and blurbs.
- Design communication content, knowledge products, infographics, reports, etc.
- Take structured notes during meetings and events.
- Follow ICLEI South Asia branding guidelines for projects and all collaterals.
- Conceptualise and edit videos for projects.
- Photo/video documentation of projects on the ground.
- Manage documentation database.
- Manage and coordinate external graphic designers and video editors.
- Coordinate outreach efforts on behalf of programs/projects and anchor engagement activities.

### **Qualifications:**

- Bachelor's degree in Journalism, English Literature, Mass Communications, or a related field; a Master's degree is preferred.
- Relevant experience of 2 to 4 years is preferable.
- Proficiency in Graphic Design tools — Adobe Illustrator, Photoshop, and InDesign.
- Video editing skills using any two of the following - Adobe Premiere Pro, Final Cut Pro, After Effects, and Davinci Resolve.
- Basic photography/videography skills.
- Good writing and visualisation skills.
- Experience with social media management.

### **What is in it for you?**

- *International Exposure:* Connecting and coordinating on projects across South Asia while learning about projects, reports, and events happening across other ICLEI offices globally.
- *Professional Development:* Opportunities to work closely with senior management and diverse teams across ICLEI South Asia.
- *Increased Visibility:* Engage in impactful work that enhances your profile in sustainable development and climate action.
- *Networking Opportunities:* Access a vast network of professionals and organisations, opening doors for future career prospects.
- *Purposeful Work:* Join the mission to shape sustainable cities across South Asia, making a tangible impact in sustainability and climate action.
- *Learning Technical Writing:* Developing the strengths on clear, concise, and well-structured documentation that explains complex information, processes, and concepts, tailored for project reports, proposals, and audience understanding.

## **Remuneration will be commensurate to industry standards**

Interested candidates are requested to send their brief resume along with a concise cover letter to [harihara.subramanian@iclei.org](mailto:harihara.subramanian@iclei.org), [communications@icleisouthasia.org](mailto:communications@icleisouthasia.org) by **15 June, 2024**.

Please note that only shortlisted candidates will be contacted.

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### **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 19 years, ICLEI South Asia has emerged as 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, training, 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 visit: <https://southasia.iclei.org/>

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

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