

VACANCY NOTICE: Communication Officer

Publish Date: 22nd April, 2024

Project Name: CoE Nutrition-Nayara

Position Code: IIPHG/REC/2024-25/10

Position Title: Communication Officer

No. of Posts: 01 (One)

Location: IIPH Gandhinagar

Duration of Position: 11 Months – (Initial appointment will be upto 31st March, 2025)

Brief on the Organization:

Indian Institute of Public Health Gandhinagar (IIPHG) is a University established under IIPHG Act, 2015 of Gujarat State. It offers courses in the field of Public Health. It also undertakes various research projects in the field of Public Health. The university is established by Public Health Foundation of India (PHFI) with support from the Government of Gujarat, Department of Health & Family Welfare.

Project Brief

Nayara Energy supported Centre of Excellence in Nutrition is intended to build upon the existing State Resource Centre for Concurrent Monitoring of ICDS (SRC-ICDS) and Mid-level Training Centre (MLTC) for ICDS established by the Commissioner of Women & Child Development, Gujarat at the Indian Institute of Public Health Gandhinagar. CoE Nutrition will engage and support the state Government in strengthening the ICDS program in Gujarat for better nutritional outcomes. The proposed CoE Nutrition aims to identify key programmatic gaps, accelerate the generation of critical scientific information, and build the capacity of ICDS to strengthen and improve the nutritional indicators of Gujarat. The CoE Nutrition will focus on three pillars:

- 1) Strengthen the ICDS program through capacity building
- 2) Research, prototype development, and implementation research
- 3) Special initiatives for Devbhoomi Dwarka

CoE Nutrition will collaborate with the Commissioner of Women and Child Development Gujarat, State Health Systems Resource Centre (SHSRC), State Nutrition Cell (SNC), and State Institute of Health and Family Welfare (SIHFW) to further strengthen efforts in the area of Nutrition of Gujarat.

Deliverables:

- Develops and maintains various communication materials
- Monitors media alerts and relevant publications

- Produces needed content and script for educational videos
- Writes Institute announcements and news articles on key developments
- Ensures all content complies with Institute standards and style guides
- Creates timely reports for all communication campaigns
- Develop and implement document management policies and procedures.
- Review and edit documentation for accuracy and completeness.
- Work with internal teams to establish standard documentation templates, formats, and styles.
- Strong organisational and project management skills, with the ability to manage multiple projects and priorities simultaneously
- Attention to detail and excellent editing and proofreading skills
- Strong communication and interpersonal skills, with the ability to work collaboratively with stakeholders across the organisation
- Familiarity with document management software and best practices
- Any other activities as assigned by the PI or supervisor.

Qualification :

- Masters degree in a related field (e.g., business, Branding & Communications, Marketing, Extension, Journalism etc.)

Experience:

Minimum 03 years of work experience in relevant field.

Last Date of Receipt of Applications: 30/04/2024.

Remarks:

- Interested and eligible candidates are requested to apply online at <https://iiphg.edu.in/work-with-us/>.
- Please highlight the Name of the Post “**Communication Officer**” & Position Code **(IIPHG-REC-2024-25-10)** in the subject.
- Only shortlisted candidates will be contacted for the interview.
- Mere eligibility will not entitle any candidate being called for interview.
- Candidates applying for more than one post are required to submit separate application for each post.

- Call letters to the shortlisted applicants shall be sent by email. No postal communication shall be made.
- Incomplete applications, shall be summarily rejected and no communication in this regard shall be entertained.
- No TA / DA will be paid to attend the selection process, if called for.
- Persons employed in Government/Semi-Government Organization or Educational Institutions in India must apply through proper channel.
- IIPHG reserves the right to fill or not to fill any or all available positions.
- The requirements of minimum qualification and/or experience may be relaxed in the case of candidates with outstanding credentials.
- No correspondence will be entertained from candidates regarding any delays, conduct & result of interview and reasons for not being called for interview.
- Women are encouraged to apply.