



NATIONAL INSTITUTE OF RURAL DEVELOPMENT AND PANCHAYATI RAJ
(Ministry of Rural Development, Government of India)
Rajendranagar, Hyderabad – 500 030.

National Institute of Rural Development and Panchayati Raj is a premier Institute of national and international repute in terms of capacity-building and research in the realm of Rural Development and related aspects. NIRDPR invites online applications from qualified and experienced persons for its Communication Resource Unit (CRU) sponsored by UNICEF, on short term contract basis for the following position.

1. SBCC Coordinator

Name of the Position	CRU-SBCC Coordinator (Planning and Co-ordination with SIRD's)
Salary	Rs.90,000/- per month
Reports to	Head – Communication Resource Unit (CRU),NIRDPR
Duration	July 2021 to June 2022
Purpose & Key Responsibilities	
<ul style="list-style-type: none">• Design Key strategies, training plans Using participatory methods, draft a complete communication strategy, outlining clear objectives, target activities, allies, deliverables and indicators, as well as an implementation plan• Prepare a complete implementation plan with timelines, accountability framework and budgets for state, districts and sub district level.• Develop TORs for M&E tasks to be carried out for consulting firms (e.g. the design of surveys, evaluations (mid-term and final evaluation), etc. using a combination of quantitative and qualitative methods;• Be responsible for sourcing data and information for specific planning needs directly from various databases and surveys.• Review monitoring reports, analyze them for impact evaluation and to identify the causes of potential bottlenecks in project implementation and make recommendations.• May Develop innovative and creative media content across social media platforms and manage organizations/department's social media presence• Prepare Concept notes and proposals for submission to Govt Departments to generate technical support and work assignments.• Co-ordination and networking with SIRD's	
Qualifications, Skills & Experience	
<ul style="list-style-type: none">• Master's degree in public relations /social sciences /management / communications/Pure sciences/ Humanities.• Behavioural knowledge and psychometric expertise or similar field.• Excellent training / facilitation skills is a must• Good communication, writing and drafting skills required in English• Computer literacy and ability to work efficiently in MS Office• 5 years of progressive experience in handling multi-stakeholder, state or national level communication projects/ development projects in a multi-disciplinary team.• Project coordination, preferably with some experience at state level and national level	

The candidates are advised to go through the advertisement thoroughly before applying.

Qualified and interested candidates should apply online through NIRD&PR Website: www.nirdpr.org.in.

General conditions:

- This project assignment is purely temporary, co-terminus and does not entail any kind of regular appointment in NIRD&PR in future
- The Institute may shortlist the candidates as may be necessary
- Canvassing in any form will be treated as disqualification
- No correspondence or telephonic enquiry will be entertained as regards short-listing, calling for interview, selection or engagement
- The Institute reserves the right to relax any of the requirements i.e. age, educational qualification, experience etc. in exceptional cases
- Number and duration of the position indicated in the advertisement may vary, depending upon the requirement

The **last date for submitting applications online is 23rd July,2021**. Applications received after the due date and time will not be considered.

The shortlisted candidates will be informed about the date, time, and venue of the Interview.

Head

CRU -NIRDPR



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1. SBCC Coordinator

Name of the Position	UNICEF CRU-SBCC Coordinator (Training & Knowledge Management)
Salary	Rs.80,000/- per month
Reports to	Head – Communication Resource Unit (CRU), NIRDPR
Duration	July 2021 to June 2022
Purpose & Key Responsibilities	
<ul style="list-style-type: none">• Design Key training strategies, training plans Using participatory methods, draft a complete communication strategy, outlining clear objectives, target activities, allies, deliverables, and indicators, as well as an implementation plan• Prepare a complete implementation plan with timelines, accountability framework and budgets for state, districts, and sub district level.• Develop TORs for tasks to be carried out for consulting firms (e.g. the design of surveys, evaluations (mid-term and final evaluation), etc. using a combination of quantitative and qualitative methods.• Be responsible for sourcing data and information for specific planning needs directly from various databases and surveys.• Review monitoring reports analyze them for impact evaluation and to identify the causes of potential bottlenecks in project implementation and make recommendations.• May Develop innovative and creative media content across social media platforms and manage organizations/department's social media presence• Prepare Concept notes and proposals for submission to Govt Departments to generate technical support and work assignments.• Overall knowledge management of the CRU in all its activities	
Qualifications, Skills & Experience	
<ul style="list-style-type: none">• Master's degree in public relations /social sciences /management / communications/Pure sciences/ Humanities.• Behavioural knowledge and communication strategies or similar field.• Excellent training / facilitation/knowledge management skills is a must• Good communication, writing and drafting skills required in English• Computer literacy and ability to work efficiently in MS Office• 5 years of progressive experience in handling multi-stakeholder, state, or national level communication projects in a multi-disciplinary team.• Project coordination, preferably with some experience at state level	

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The National Institute of Rural Development and Panchayati Raj (NIRDPR) proposes to engage the services of suitable candidates on temporary basis on contract for the project post of **Coordinator(s), Communication Resource Unit (CRU)** for the UNICEF Project on **“Institutional Mechanisms for Strategic Communications in Governments”** on project mode for a period of 1 year. The details of the project consolidated remuneration, qualifications, experience, age, etc., are as follows:

1. Creative Designer

Name of the Position	Creative Designer
Salary	Rs.55,000/- per month
Reports to	Head – Communication Resource Unit (CRU), NIRDPR
Duration	July 2021 to June 2022
Purpose & Key Responsibilities	
<ul style="list-style-type: none">• Conceptualize and develop graphic designs for all print media interventions; including advertisements, campaigns ads, posters, packaging and annual reports;• Understand the objectives and requirements of the communication; Develop concepts and iterate them based on feedback;• Use innovation to redefine a design brief within the constraints of cost and time; Present finalized ideas and concepts• Work with a wide range of media, including photography and computer-aided design (CAD); proofreading to produce accurate and high-quality work;• Prepare the layouts and art work ready for print; Work with various design software such as InDesign, FreeHand, Illustrator, Photoshop, 3ds Max, Acrobat, Director.• Support the CRU team in identifying external expertise in graphic design as required; negotiate cost packages; monitor the quality of work;• Coordinate with illustrators and photographers as required; work as part of a team with printers, copywriters, photographers, stylists, illustrators and web developers;	
Qualifications & Skills	
<p style="text-align: center;">Essential</p> <ul style="list-style-type: none">• Degree with certification in creative graphic designing• Excellent in handling Corel Draw, Adobe Illustrator, Microsoft Publishing and Page Maker• Good communication, writing and drafting skills required. <p style="text-align: center;">Desirable</p> <ul style="list-style-type: none">• Fluency in English, Telugu, and Kannada	
Experience	
<ul style="list-style-type: none">• 5 years of experience in creative designing, desktop publishing	

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1. Administrative Assistant

Name of the Position	Administrative Assistant
Salary	Rs.36,300/- per month
Reports to	Head – Communication Resource Unit (CRU), NIRDPR
Duration	July 2021 to June 2022
Purpose & Key Responsibilities	
<ul style="list-style-type: none">• Manage reception and answer phone inquiries Reply to general information requests with the accurate information Sort incoming mail, faxes, and courier deliveries for distribution• Responsible for office administration Use computer word processing, spreadsheet, and database software to prepare reports, memos, and documents• Purchase, receive and store the office supplies ensuring that basic supplies are always available• Assist with financial management in preparation of invoices and financial statements; Process accounts payable/receivable ensuring timeliness and accuracy of information; Prepare accurate bank reconciliations and deposits; Administer petty cash according to established procedures; Assist with financial reports as required; Use computer software to prepare invoices and financial statements	
Qualifications & Skills	
<p style="text-align: center;"><u>Essential</u></p> <ul style="list-style-type: none">• Degree with diploma in computers• Proficiency in the use of computer programs for: Word processing, Databases, Spreadsheets, Bookkeeping, E-mail, Internet; Proficiency in the use of office equipment: Computer, Voice messaging systems, Fax, Photo copier <p style="text-align: center;"><u>Desirable</u></p> <ul style="list-style-type: none">• Good communication, writing and drafting skills required.	
Experience	
<ul style="list-style-type: none">• 5 years of experience in office administration• Fluency in English, Telugu, and Kannada	

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1. Office Assistant

Name of the Position	Office Assistant
Salary	Rs.13,750/- per month
Reports to	Head – Communication Resource Unit (CRU), NIRDPR
Duration	July 2021 to June 2022
Job Description	
<ul style="list-style-type: none">• Assist CRU team in office functions, filing, organizing files and file movement• Assist in procurement of consumables, inventory, and log• Office up keeping, assist in hospitality and office visitors• Make necessary arrangements for meetings, workshops, and trainings	
Qualifications & Skills	
<p style="text-align: center;"><u>Essential</u></p> <ul style="list-style-type: none">• 8th Pass <p style="text-align: center;"><u>Desirable</u></p> <ul style="list-style-type: none">• Courteous, pleasant and initiates help & support when necessary• 1 year of previous experience in similar role	

The candidates are advised to go through the advertisement thoroughly before applying.

Qualified and interested candidates should apply offline or online through NIRD&PR Website: www.nirdpr.org.in.

If applying through offline, the format attached may be downloaded and filled. The filled in application may be sent to the following address.

Dr. NV Madhuri
Head - CRU
Room No: S-25, CGSD
Second Floor, SK Dey Block
National Institute of Rural Development & Panchayati Raj
Rajendra Nagar, Hyderabad – 500030.
Telangana.

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