

**INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH  
(Deemed University)**

IGIDR invites applications from well qualified and experienced persons for the following posts on **contract basis** initially for a period of two years which may be extendable.

**1. Communications Manager cum Editor: 1 post**

**a. Qualification, Experience :** The applicant must hold a Masters Degree, preferably in a communication related subject with specialization in Journalism from a reputed University with minimum 2 to 5 years of experience in field of communications and ability to demonstrate knowledge of a broad range of communication activities – media, websites, publications, marketing, social media, events etc. Proven and demonstrable experience of working with wide range of media, developing media strategies and relations, preparing press releases etc. Experience working with e-communications, including preparing and sending e-bulletins, supporter updates etc. Excellent writing and interpersonal skills including the ability to influence across the organization and externally.

**b. Nature of Job:**

- To assist on the development and implementation of communications strategy.
- To develop and execute IGIDR's media strategy across all media, including press, broadcast and publication to raise IGIDR's profile and communicate IGIDR's activities (including international programmes, recruitment, etc.)
- To assist on copy-writing and production of key IGIDR's publications including Annual Report, quarterly news bulletin etc.
- To take responsibility for the development and management of IGIDR's website, including keeping content up to date and appropriate, making improvements and functionality and advising colleagues on maximizing its potential.
- Edits and prepares manuscripts on two levels: (1) copy editing (employing skills that assure consistency and accuracy within a manuscript regarding grammar, punctuation, syntax, and acceptable institution style); and (2) substantive editing, requiring critical sense and intuitive evaluation of factual accuracy and consistency of information - chronology of events, overall consistency of subject matter; verification of facts, rearrangement or deletion of material, analysis of data, and evaluation of documentation as to accuracy and thoroughness.

**c. Desirable:** Extensive knowledge of the principles, practices and techniques of oral and written communications and interpersonal relations skills in order to determine the most effective proposals.

**General Information:**

- a. **Contract appointment:** The above posts are on **contract basis** initially for a period of two years which is extendable.
- b. **Age :** For the above posts is 30 to 45 years
- c. **Remuneration :** Remuneration will commensurate with qualifications and experience.

Mere fulfillment of the minimum qualifications etc. will not vest any right on a candidate for being called for interview. The Institute reserves the right to short list the candidates for interview and relax the selection criteria in exceptional cases.

Eligible and interested candidates may submit their application along with all relevant documents showing proof of age, experience ,qualification and three references, by **15<sup>th</sup> July , 2015** to :

Jai Mohan Pandit  
Registrar  
Indira Gandhi Institute of Development Research  
Santosh Nagar, Film City Road, Goregaon(E), Mumbai-400065