

**Position :** Consultant-Communications

**Position Code :** CON-01

**Duration :** The engagement is contractual initially for a period of One Year.

**Consolidated Fee :** Between Rs.60,000/- to Rs.90,000/- per month.

**Job Description :** The Communications Professional/Consultant will work directly with the Communications team in BIRAC and will be responsible for contributing to all the activities listed below as well as other projects/requirements as needed.

The incumbent will work closely with and across all the verticals within BIRAC to collect data from the relevant schemes, programs, program management units and other data as required.

**Key Responsibilities :**

The incumbent will be responsible for creating content across print, online and other communications fora of BIRAC, in close cooperation with the Communications team. The incumbent will also work closely with the empaneled agencies of BIRAC for designing and printing various collaterals such as posters, brochures among others. They will also be responsible for proof-reading and copy-editing all materials.

**1. Media and communications**

- i. Development and editing for scientific content for various forums.
- ii. Print media
  - Drafting press releases for BIRAC
  - Quarterly Newsletter compilation and liaising with the empaneled advertising agency
  - Annual report compilation
  - Other BIRAC publications such as flyers, brochures, documents, videos etc. as required
- iii. Digital and social media
  - Website content
  - Twitter Handle content
  - Other platforms
- iv. Event based media
  - Working with the team to design and implement the communications plans for the events hosted by BIRAC

**Essential Qualifications :**

1. Graduate/Post-Graduate in Science.
2. A qualification in Mass Communication will be an added advantage
3. Excellent command on written and spoken English and Hindi
4. Demonstrated outstanding written and oral communication skills in positions requiring communications in a broad and diverse audience on a range of complex technical issues.
5. Excellent proof-reading and copy-editing skills.
6. Strong planning and analytical skills and demonstrated attention to detail
7. Ability to organize/prioritize and plan work and meet deadlines within a fast-paced environment with multiple and competing demands.

**Desirable Qualifications :**

1. Post-Graduation in any discipline
2. Excellent interpersonal and negotiation skills.

<p>v. Call based media</p> <ul style="list-style-type: none"> <li>- Designing adverts and working with empaneled agencies</li> </ul> <p><b>2. Reporting and Administrative responsibilities</b></p> <ul style="list-style-type: none"> <li>- Will report to the Head Communications team/ MD BIRAC</li> </ul>	<ol style="list-style-type: none"> <li>3. Familiarity with adobe photoshop and other software to carry out minor design jobs in-house.</li> <li>4. Demonstrated capacity and initiative to solve problems with energy and positive attitude.</li> <li>5. Proactive and flexible nature with reliable follow-through and attention to detail.</li> <li>6. Ability to work both independently and in a cooperative and collegial fashion.</li> </ol> <p><b>Experience :</b> 3-10 years With 1-2 years of experience in science communication</p> <p><b>Age Limit :</b> Maximum 45 years as on 24th November, 2020</p>
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**Position :** Executive Secretary - IT

**Position Code :** ES-01

**Scale of Pay :** Consolidated remuneration Rs. 43,500/- per month.

**Job Description :** Reporting to the Mission Director (PMU), the Executive Secretary-IT will be responsible for all IT related matters both Hardware and Software and the website. Should also have software programming skills for development of the online applications.

**Key Responsibilities :**

- Use standard system methods in the development, enhancement, and maintenance of information technology systems
- Provide solution and work to resolve of software related problems
- Participate in the development of documents for service requests.
- Evaluate requests for information systems hardware, software, or services.
- Implementation and maintenance of computer software.
- Investigation and analysis of computer equipment and related software; supplies management with documentation of advantages and disadvantages.
- Disseminate detailed descriptions of new or modified hardware/software systems and instructions for their use.
- Assist with the creation and modification of application development, system configuration, system testing, installation, and implementation of system enhancements/upgrades and bug fixes

**Qualifications :**

B Tech (IT) from a recognized and reputed institute.

MBA (Information Management) / MCA from a recognized and reputed institute will be preferred.

**Experience :**

Minimum 6 years of work experience in Core and Advanced PHP programming

**Age Limit :** Maximum 38 years as on 24th November, 2020