



TERMS OF REFERENCE

- Position Title : Media and Communications Officer (One)
- Organisation : India Development Foundation of Overseas Indians
- Duration of Contract : Maximum three Years subject to renewal every year based on performance and requirement
- Compensation : Media and Communications Officer (Rs. 80,000 p.m.)

Last date of submission: 21st January 2016

The final selection will be on the basis of due weightage given to CV, a written test and an interview. From the applications received, a maximum of 10 candidates will be selected for the written test. On basis of results of the written test, a maximum of 5 candidates will be selected for interview.

Detailed Terms of Reference is at www.moia.gov.in All eligible candidates can send their application along with latest resume to hr.idfoi@gmail.com. The subject line of the mail must mention the position which they are applying for. All applications have to be submitted with the latest CV and details filled in the format as at Annex I. **Candidates who do not submit both the CV and details as at Annex I, will not be considered.**

The India Development Foundation of Overseas Indians (IDF-OI) is a not for profit Trust established to serve as a credible institutional avenue to enable overseas Indians to engage in philanthropy to supplement India's social development efforts. IDF-OI channelizes the philanthropic propensities and resources of the overseas Indian community into national development and social projects.

Job Title: Media & Communications Officer

Duty Station: Delhi

The responsibilities would involve:

- Provide content about IDF-OI and projects funded, to media for coverage
- Create content and stories based on actual projects funded through IDF-OI
- Manage the website and key social media platforms regularly
- Build an active online community of India's philanthropic community overseas through social media platforms including Facebook, Instagram and Twitter
- Build a blog with best practices, trends in philanthropy, interviews with donors etc
- Develop a newsletter of new happenings and share them with IDF-OI's global community
- Draft press releases
- Ensure that all project progress reports are updated on quarterly basis on the website
- Draft reports for contributors based on project reports received from implementing agencies
- Create collaterals for outreach – brochures, flyers, PPTs etc
- Regularly research latest developments in overseas Indian philanthropy
- Develop a monthly newsletter of new happenings and share them with IDF-OI's global community/ Indian Diaspora
- Manage the overseas Indian database for outreach to the online community
- Any other work as may be assigned by CEO.

Eligibility Criteria:

Essential Qualifications:

- Masters Degree or 2 years Diploma in Media, Journalism, Mass Communication or International Relations
- 5 years of experience in Public Relations, Media or Communications Divisions of organisations
- State experience in using social media tools such as Facebook, Twitter, Blogs in the following format:

S.No.	Criteria	Yes	No
01	Experience in Facebook		

02	Experience in Twitter		
03	Experience in Blogs		

* Please attach one sample of a social media analysis report in any one of the above, handled by you alongwith a self declaration of authorship.

Desired profile

- Prior experience in working with Central/ State Government either directly employed by one or worked closely with the Central/State Govt.
- Prior experience in working with international NGOs/ UN organizations/ organizations promoting philanthropy to social and development projects in India.
- IT/ Computer knowledge (MS Office, Excel, Powerpoint etc.)

Annexure I

Complete Name			
Date of Birth			
Education			
Name of University/Institution	Course	Duration	Marks Obtained
Total No. of Working Years of Experience			
Working Experience			
Organisation in which employed	Designation	From-To	Main Responsibilities handled

Note:

1) Candidates who do not submit the CV and details in the format as shown above, will not be considered.

- 2) If adequate number of candidates are not available for the written test, essential qualifications may be relaxed by the Competent Authority.
- 3) If adequate number of candidates are not available for the interview, the criteria for the purpose may be relaxed by the Competent Authority.