



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: 30 September 2015

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

JOB DESCRIPTION

The responsibility for the position at an overall level involves working closely with the web agency to design and update the website of IDF-OI to cater to different stakeholder groups, identify content needs, provide ideas and render content in a compelling manner for publicity and outreach.

The responsibilities would involve:

- Design the framework for the web portal to include showcasing various projects, regular project updations, donor login benefits, integration of online payment gateway and other web applications
- Provide content about IDF-OI and projects funded, to media for coverage
- Create content and stories based on actual projects funded through IDF-OI. Similar work for other institutions under MOIA.
- Update 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, Twitter and LinkedIn
- Build a blog with updates, best practices, trends in philanthropy, interviews with donors and others
- Design and develop brochure of IDF-OI
- Develop a monthly newsletter of new happenings and share them with IDF-OI's global community/ Indian Diaspora
- Draft press releases
- Any other work as may be assigned by CEO.

Eligibility Criteria:

Essential Qualifications:

- Masters Degree in Journalism or Mass Communication
- 5 years of experience in Public Relations, Media or Communications Divisions of organisations
- Experience in using social media tools such as Facebook, Twitter, Wordpress, blogs (please attach two samples of your recent work, alongwith a proof of content creation/byline).

