

Position

Part-time Junior Designer – Central Communications Team, Centre for Policy Research (CPR)

About Centre for Policy Research

The Centre for Policy Research (CPR) has been one of India's leading public policy think tanks since 1973. The Centre is a non-profit, independent institution dedicated to conducting research that contributes to a more robust public discourse about the structures and processes that shape life in India.

CPR's community of distinguished academics and practitioners represents views from many disciplines and across the political spectrum. Senior faculty collaborate with more than 50 young professionals and academics at CPR and with partners around the globe to investigate topics critical to India's future. CPR engages around five broad themes: economic policy; environmental law and governance; international relations and security; law, regulation, and the state; and urbanisation.

About Central Communications Team

CPR's Central Communications Team liaises with and supports faculty and researchers across the organisation to communicate their research effectively to a wide range of audiences, using a mix of communications channels. It provides strategic communications support and helps to disseminate research related outputs to a multi-tiered audience via different platforms, including the website, social media channels, and through in-house content production.

Duration

January 2017 – July 2017; to be extended based on performance.

Key Responsibilities

- Layout content in pre-designed CPR templates (policy briefs, reports, working papers and presentations, including simple graphs, graphics and tables).
- Design workshop/seminar banner, standee and name tags.
- Support editing images for the website.
- Make changes in non templatised in-design files, if desired by faculty.
- Any other templatised design-related requirement.

Qualifications and Skills Required

- Proficiency in design tools like InDesign, Illustrator, Photoshop, and Lighthouse
- Proficiency in MS Office (Word, Excel, PowerPoint)
- Ability to interact and work with various colleagues.
- Accuracy and attention to detail during and when finalising designs;
- Time management skills and the ability to cope with several projects at a time

Reporting and working hours

The candidate will report to the Director of Central Communications and the Communications Officer at CPR. This is a part-time position, and the candidate is expected to report to the CPR office from 10.30 AM to 5.30 PM, Monday, Wednesday and Friday

Remuneration

Salary commensurate to experience.

Application Instructions

- Please submit your design portfolio and CV to madhura@cprindia.org
- In the subject line please indicate the position you are applying for as: 'Part-time Junior Designer– Central Communications Team'
- Last date of submission: 20 November 2016
- Only short-listed candidates will be contacted.