

Position: Communications Officer

Employer: Centre for Policy Research

Location: Delhi

Assignment type: Full time

Salary: Competitive think tank salary commensurate to candidate's experience

About the Centre for Policy Research

The Centre for Policy Research (CPR) is a non-profit, non-partisan independent institution dedicated to conducting research that contributes to the production of high quality scholarship, better policies, and a more robust public discourse about the structures and processes that shape life in India.

About the Initiative on Climate, Energy and Environment

The Initiative on Climate, Energy and Environment at the Centre for Policy Research aims to stimulate an informed debate on the laws, policies and institutions shaping climate, energy and environmental governance in India. Our research focusses on an improved understanding of climate, development and environmental challenges – and pathways to improved outcomes – in four key areas: climate policy and institutions, the political economy of electricity in India, low-carbon energy demand patterns in urban areas, and air quality governance.

To know more about the initiative and its work, visit: <http://cprindia.org/projects/initiative-climate-energy-and-environment>

About the Role

The *Initiative on Climate, Energy and Environment (ICEE)* at the Centre for Policy Research invites applications for a **communications officer**. We will begin reviewing applications by **January 25th, 2022**, and applications will be reviewed on a rolling basis until the position is filled.

The role of the communications officer is to develop a communications strategy, and design and execute targeted outreach plans to disseminate research and policy activities around pressing climate, energy and air quality issues in India. Working closely with the CPR communications team and researchers at ICEE, the communications officer will innovate on ICEE's digital outreach tactics, help with public relations efforts ranging from media management to donor communications to CPR events, and craft tailored research engagement plans that expand ICEE's audience at the international, national and sub-national levels.

This position requires the capacity to work across a number of research projects with different target audiences, communications goals and tactics. Applicants must possess strong writing skills. Candidates from across different disciplines and interest areas are highly encouraged to apply; prior knowledge of climate/energy/air quality issues in India is desirable, but is not a prerequisite. Applicants with an interest in research communications, digital outreach or science writing are particularly encouraged to apply.

Specific responsibilities

- Develop and implement targeted communications plans for publications, projects, and events

- Distill key research messages and write website descriptions, press releases, and quarterly research updates
- Design and execute a social media strategy across ICEE’s research areas, and across platforms
- Manage and curate ICEE’s blog, *Environmentality*, and all associated digital outreach
- Coordinate, design and manage special digital projects such as websites and additional web-resources
- Manage ICEE events
- Compile and write summaries for grant reporting processes

Background and Qualifications

Education and Work Experience

- Applicants must hold a Bachelors degree, with at least 4 years of relevant experience

Application Instructions

Please send in your application to climate.initiative.cpr@gmail.com, with subject line “Application: Communications Officer”. Applications should include:

- A cover letter explaining your suitability for the position
- A CV of not more than two pages
- A writing sample (sole authored preferred), such as a piece of writing that synthesises research for a wider audience

Please submit your applications by **January 25th, 2022**, although applications submitted subsequently will be reviewed until the position is filled.