Position: Communications Officer, Scaling City Institutions for India (SCI-FI)

About SCI-FI at the 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.

The SCI-FI programme at CPR is a multi-disciplinary research, outreach and policy support initiative. The initiative aims to better understand ‘governance scale’ in Indian cities in tandem with ‘sector specific socio-economic scales’. Through research, the initiative aims to inform stakeholders, including the three tiers of the government, to develop better informed policies and programmes enabling improved governance and service delivery. It has two key thematic focus in areas of Land, Housing and Planning, and Water and Sanitation. The SCI-FI initiative is nested at CPR since 2013.

Responsibilities:
- Develop, write and manage content relating to the SCI-FI initiative on the website, social media channels and other public-facing platforms
- Build, grow and engage with followers on social media, ensuring a clear and relevant narrative and tracking progress through appropriate analytics
- Draft press releases to highlight the work of the initiative and its key thematic focus areas.
- Prepare periodic annual reports for various parties, including CPR, funders, and Government.
- Build and maintain networks with key stakeholders and pitch research outputs in the media
- Build and maintain a regular and diverse media presence through facilitating the writing of op-eds, developing relationships with journalists, coordinating interviews, etc.
- Explore new and timely partnerships with media (print and digital)
- Knowledge dissemination support (through workshops, policy labs, seminars and other)
- Liaise with field teams for content
- Act as a focal point between the SCI-FI initiative and the CPR Central Communication Team
Essential Qualification and Skills

- A minimum of 3 years’ experience in journalism or professional communications.
- Experience with social media in the workplace.
- Experience in academia.
- Track record of multimedia content production.
- Experience of managing external collaborators.
- Excellent writing and editing skills are required.
- Excellent interpersonal skills.

Selection Criteria/Application process:
This is full time, contractual job for a year. This position is for Delhi.

We are committed to diversity and promote equal opportunities for qualified women and men candidates from all ethnic and religious background to become part of this project. If you are a committed and creative professional who is looking for a stimulating and excellent working milieu to facilitate partners’ efforts in making cities in India totally sanitized and healthy, then we look forward to receiving your application.

How to apply: Kindly send an email with your updated CV, a one page cover letter explaining how you meet the abovementioned qualifications and your motivations to apply for this job. Kindly also mention your current and expected remuneration and send a sample of your work to: sci-fi@cprindia.org by 23 May 2021 explicitly mentioning “CO_[Your Name]” in the subject line. Only shortlisted candidates will be contacted for further consideration.