



About WASH Institute

Water, Sanitation and Hygiene Institute (WASH Institute), established in 2008, is a non-profit organization, dedicated to providing practical solutions to tackle a wide range of water, sanitation, hygiene and environmental issues in India and the neighbouring countries. WASH Institute aims to build the capacities of the sector through programs that provide a) training and academic courses, b) technical advisory and consultancy services, and c) grass roots community WASH programs.

WASH Institute has been conducting extensive training programs for government functionaries, private sector professionals, NGOs, and other practitioners with the objective of effective WASH implementation across the country. In addition, our academic campus offers Diploma and Masters level courses in sanitation, under affiliation to a leading university.

As part of our WASH Advisory program, we provide PMU services to central, state, and local governments in both urban and rural areas to support implementation of SBM, JJM, and AMRUT schemes. Our community WASH programs are currently ongoing in 15 locations across 8 states and 1 Union Territory in India.

We are a multi-disciplinary team that tackle complex multi-faceted problems of behaviour change, quality of service, and sustainability of WASH interventions. We are looking for experienced professionals to work with us towards our visions of “a world where all the communities have access to safe, protected and sustainable drinking water and sanitation services, with improved hygiene practices”.

We are looking for experienced professionals to join our vibrant team.

Position	Communication and Documentation Specialist
Number of vacancy	1
Location	New Delhi
Desired Qualification and Experience	Master’s in Communication/Journalism/English Literature/MBA Communications/Media studies with 3 to 5 years in Development sector preferably in WASH

Key Roles and Responsibilities:

Coordinate with states and Project Heads to assist in developing learnings, case studies and best practices in their respective projects.

- Build a repository of reports and all program related documents.
- Coordinate with Media Management Agency for press releases and media management.
- Develop Annual Report/ Quarterly Magazines/ Newsletters.
- Work with subject experts to ensure quality and accuracy of designs and modify existing training curriculum, content, materials, job aids, etc. to meet learning needs.
- Coordinate with project heads / technical experts to develop and implement documentation strategies for programs including designing of documentation tools.
- Developing agency brief for hiring consultants/ agencies for documentation
- Organize Workshops and conferences for dissemination of case studies and best practices.
- Develop articles and papers for publications in various national and international journals
- Show casing WASH Institute's work through various social media channels
- Undertake such other assignments, which may be assigned from time to time.

Preferred Qualification and Experience

- Post Graduate degree in English Literature/Journalism/Library Sciences/MBA-Communication/Media Studies
- Work experience of 3-5 years in documentation and producing high quality documents/ collaterals based on research/ grass root documentation tools and project documentation
- Excellent in writing journals, newsletters etc.
- Understanding of public health research, especially on water and sanitation themes
- Experience in WASH sector is desirable
- Fluency in English and Hindi is essential

Core Competence

- Planning and coordination
- Good oral and written communication and computing skills
- Good experience in human resource related management.
- Excellent presentation, interpersonal and administrative skills
- Effective leadership and facilitation skills

Languages

Sound knowledge of speaking, reading, and writing in English is essential and local language is preferable

How to Apply?

JD-Communication and Documentation Specialist



Please submit your updated curriculum vitae, including 200 words cover letter explaining why you think you are suitable for the job of a **Communication and Documentation Specialist**.

Applications can be e-mailed to careers@washinstitute.org. The last date to submit your application is 12th August 2022. Only shortlisted candidates will be contacted.

WASH Institute is an equal opportunity employer and encourages women candidates to apply. WASH Institute does not discriminate candidates based on age, caste, class, sex, gender, religion, nationality, ethnicity, disability, and health.