

DOCUMENTATION & IEC SPECIALIST –ODISHA

Do you need a cumulative and motivational environment?

Water, Sanitation and Hygiene Institute (WASH Institute) is a non-profit training and development organization dedicated to providing practical solutions to tackle a wide range of water, sanitation, hygiene and environmental issues in India and the neighbouring countries. The WASH Institute headquarter is at Kodaikanal with branch offices in Dindigul, Madurai& Salem (Tamil Nadu), Munger (Bihar), Bhadrachalam(Telangana), Kolkata (West Bengal), Noida & Saharanpur (Uttar Pradesh), Malur (Karnataka) and New Delhi. The core activity of WASH Institute is conducting training programs to groom water, sanitation, hygiene and environment-sector professionals, as well as functionaries from the government, non-profit organizations and other agencies working in the WATSAN sector. Special focus is given to mid-level professionals who are directly involved in managing the programmes on ground. WASH Institute also possesses an academic wing that conducts formal courses at Reddiarchatram, Tamilnadu in affiliation with the Madurai Kamaraj University. The organization also undertakes monitoring and evaluation, conducts appropriate action research and field study/experiments, and engages in advocacy in order to promote the importance of capacity building at all levels and influence other sector players and institutions to replicate successful models and strategies widely. WASH Institute India is looking to recruit motivated personnel to share the vision of WASH Institute – “a world where all the communities have access to safe, protected and sustainable drinking water and sanitation services, with improved hygiene practices”.

WASH Institute is looking for promising, experienced and bright candidate for the position of **Documentation & IEC Specialist** to Document and manage IEC related assignments for its upcoming Technical Assistance Project on Faecal Sludge and Septage Management (FSSM) in Odisha.

| | |
|------------------------------|-----------------------------------------------------------------------------------------------|
| Name of the position | Documentation & IEC Specialist |
| No. of positions | 1 |
| Duty Station | Bhubaneswar, Odisha |
| Desired Qualification | Post Graduate in Journalism/Mass Communication/Social Sciences and other relevant discipline. |

Job Description:

1. Document best practices and case studies
2. Prepare Project related Progress and other reports
3. Responsible for planning and designing the State IEC strategy w.r.t National and state FSSM Guidelines
4. Working towards identifying & training State/ULB level IEC/IPC resource teams on FSSM theme
5. Conceptualising State& ULB level IEC campaigns on FSSM and ensuring the implementation of the same with clear mandate and timelines.
6. Developing IEC repository on FSSM at the state level.

7. Responsible for creation of Online/Digital platforms for dissemination of IEC activities on real time basis.
8. Responsible for working in synergy with IEC teams at central level for giving momentum to state level FSSM initiatives

Requirements

1. At-least 5-8 years of relevant experience.
2. The Candidate should have excellent communication skills and multitask player. As well as computer skills in MS Office and relevant applications.
3. Experience in editing or review documents, word processing and typing skills.
4. Field exposure of working in WASH related projects Odisha will be an added advantage.
5. Experience of developing state level IEC campaigns and exposure to Media engagements like Mass & Mid media campaigns.
6. Experience of working and executing Digital campaigns on social subjects or government schemes. Experience of working as Team Leader on Social Media campaigns would be and added advantage.

Languages

Sound knowledge of speaking, reading and writing in Oriya, Hindi and English.

Salary Package

Salary will commensurate with experience as per sector/industry standards

How to Apply

Please submit your recent curriculum vitae, including up to a 200 words summary explaining why you think you are suitable for this position. Application can be e-mailed to the following address: careers@washinstitute.org

The last date to submit application is 20th March, 2019. Only shortlisted candidates will be contacted. **When e-mailing, please mention the post and location in the "subject" line.**

WASH Institute is an equal opportunity employer and qualified women candidates are encouraged to apply.