Vacancy Notification

<table>
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<th>Position Vacant: Communications Specialist</th>
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<tr>
<td>Number of Positions: One</td>
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<td>Location: New Delhi</td>
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**Company Profile:** Centre for Chronic Disease Control (CCDC) is a not-for-profit research organisation of health professionals and social scientists engaged in knowledge generation and translation for the prevention and control of non-communicable (chronic) diseases in various settings of developing countries. CCDC has been recognised as a Scientific and Industrial Research Organization (SIRO) by the Department of Scientific & Industrial Research (DSIR), Ministry of Science and Technology, Government of India. CCDC also holds recognition as a WHO Collaborating Centre for Surveillance, Capacity Building and Translational Research in Cardio-metabolic diseases.

**Brief of the Centre:** The BRIDGE Centre for digital health at the Centre for Chronic Disease Control is working to ensure digital healthcare equity. The goal is to identify and develop equitable digital health solutions, speak out against issues of digital health disparity, and promote equitable solutions to attain universal health care.

**Mission:**
- Identify And Develop Solutions That Promote Equity In Digital Health
- Be The Voice For Issues That Relate To Digital Health Inequity And Advocate Equitable Solutions To Achieve Universal Health Coverage
- Assist Solution Developers In Taking Into Consideration The Equity Lens During Design, Development And Scale-Up

As a Communications Specialist at our company, you will strategise, manage and guide communications flow across digital platforms, print media and social media campaigns.

If you are enthusiastic, outgoing, and energetic and love public speaking, we would love to meet you!

**Job Responsibilities**
- Designing and conceptualizing the organization's website and dashboards
- Work with project teams to ensure the appropriate communication is prepared for dissemination
- Serve as the point person for all communication materials for website upgrading and maintenance
- Support project teams in creating compelling material for project-specific interventions through the daily maintenance of social media channels, including LinkedIn, Facebook, Twitter, Instagram, and YouTube
- Develop comprehensive long-term and short-term strategic communications plans and put them into action
- Plan social media campaigns. Create and direct the public relations channel of communication.
- Collaborate with important internal stakeholders to conduct brainstorming sessions for campaign ideas that complement different projects and the company’s strategy.
- Oversees complete communications strategies, including written, visual, digital, and electronic.
- Support and evaluate the outcomes of communication campaigns with the team.
• Manage all external-facing communication channels, including social media, groups, and websites, in coordination with stakeholders.

**Qualification & Skill Required**

- Post-graduate in mass communications with good language skills and social media savvy.
- At least 2-3 years of experience in public relations, communications, or relevant fields. (essential)
- Strong presentation and communication skills
- Excellent organisational skills and the ability to meet deadlines
- Strategic and creative mindset.
- Experience and knowledge in copywriting, proofreading, and editing for all media platforms.
- Excellent written and verbal communication skills.
- Works well under pressure and meets tight deadlines.
- Meticulous attention to detail
- Demonstrated ability to use social media channels effectively

**Salary range:** Commensurate with qualifications, experience and present CTC

*Please send detailed CV along with a cover letter in a single document to [jobs@ccdcindia.org](mailto:jobs@ccdcindia.org)*. Last date for sending your application is **25 June 2023**. Only shortlisted candidates will be contacted for the interview.