

### Required Educational Qualifications & Professional Experience

1. Post Graduate Degree in Mass Communication/Journalism or other related fields
2. Minimum 3 years of professional experience in doing communication and media work preferably with a Government Agency or PSU
3. Good communication skills (written and spoken) in Hindi and English with the ability to write press releases, letters, briefs etc.
4. Proven experience of using MS Office application (Word, Excel, Access and Power Point) and desktop publishing software
5. Proven ability to develop effective communication content, lead formulation of communication messages and strategies.
6. Proven ability to develop relationships with the media, other organizations, and networks
7. Openness to travel is required.

### Job Description

1. Develop & manage content for communication activities under Sagarmala
2. Prepare proposals/agendas/notes/write ups/ presentations etc. related to Sagarmala Programme as per Ministry's requirements
3. Develop and manage the content on the Sagarmala website in consultation with the Ministry of Shipping
4. Develop, monitor and manage the content on social media handles (e.g. Facebook and Twitter) and other online digital forums (such as Youtube, blogs, online discussion forums etc.) for the Sagarmala Programme
5. Develop the content and design for the Sagarmala newsletter in consultation with the Ministry of Shipping
6. For Sagarmala related meetings/events:
  - i. Prepare detailed session schedules, agenda notes, write ups, presentations, meeting minutes in consultation with Ministry
  - ii. Prepare press releases/ reports/ press kit/ talking points for the events as per the requirements of the Ministry of Shipping
  - iii. Develop content in coordination with the Multi-Media Creative Agency for the event related branding & communication collaterals
7. Assist the Ministry in appointing consultants/ other agencies for communication and media related activities of the Sagarmala Programme
8. Update and maintain a contact list of Sagarmala stakeholders (Central Line Ministries, State Governments and Non-Governmental Organizations) for regular distribution and sharing of Sagarmala related material
9. Undertake any other activity as assigned by the Ministry of Shipping

Proposed Monthly Salary: Rs. 80,000/- (Rs. Eighty Thousand only)

Period of Appointment: One year only

Place of posting: New Delhi

## Curriculum Vitae (CV) Format for the post of Information, Education &amp; Communication Officer

1	Name of the candidate	Affix passport size photograph here			
2	Father's/Husband's Name				
3	Date of Birth				
4	Nationality				
5	Education [Indicate college/university and other specialized education, giving names of institutions and qualifications obtained along with dates]				
6	Training & Publications, if any [indicate significant training since education degrees]				
7	Languages Known	Language	Proficiency (good/fair/poor)		
			Speaking	Reading	Writing
		English			
		Other Languages			
8	Employment Record  [Starting with present position, list in reverse order every employment held since graduation, dates of each employment, name of employing organization, positions held]	Name of Organisation	Position Held	Duration (from start date to present)	Detailed Tasks Assigned
9	Present Address				
10	E-mail ID				
11	Contact / Mobile Number				

## Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any willful misstatement described therein may lead to my disqualification or dismissal, if engaged.

Date:

Signature of candidate

[Full name of candidate]

I, the undersigned, certify that I will join my duties as Information, Education & Communication Officer within ..... days of issue of offer of appointment letter to me, in case I am selected for this post.

Date:

Signature of the candidate

[Full name of candidate]