

Position Title: Program Officer
Station of Duty Ideosync Office, Faridabad
Position term: 1st September 2008 – 31st August 2009

Terms of Reference

Ideosync Media Combine is a not for profit organisation based in the national capital region. Ideosync works on Communication for Social Change including working on communication on RSH and young people; Health, Gender; and Education. Our focus is on creating enabling environments and harnessing ICTs for greater freedom of the media as well as increased capacity of communities to create, own and manage their own media. The core team at Ideosync is professionally trained in mass communications and communications for development methodologies and the organisation has been working on projects supported by various UN agencies, DFID, FORD and other leading funding organisations. Ideosync designs, develops and produces behaviour change communication materials through a rigorous process of community participation, pre testing and formative research. A large part of our work also involves training and capacity building of different stakeholders and local organisations for integrating innovative information, advocacy and communication strategies into their core development activities.

We are implementing several projects that involve community communication and radio and audio visual production. These include projects being implemented in Mumbai, Delhi, Uttarakhand, UP, MP and Orissa. Ideosync is also initiating the production and broadcast of a couple of radio series on safe migration and HIV prevention including continuation of the ongoing cross border program with Equal Access Nepal.

The program officer is a position of responsibility and the appointee will be required to work under the direction and supervision of the Director or Projects at Ideosync to fulfil the following duties and tasks:

Duties and Tasks include:

1. Oversee the production of the Radio Program series assigned including, broadcast and outreach components of the project and coordinate with actors, script writers, music directors, and series editor.
2. Provide creative inputs for content and design of the show especially by working on the storyboard and scripts.
3. Coordinate with actors to ensure that recordings take place on time and programs are broadcast as per schedule. Direct actors in the studio to get appropriate performances for the radio show
4. Establish partnerships with NGOs in Mumbai, Delhi and Uttaranchal working on migration, livelihood and HIV/AIDs issues and assist with the organisation of any stakeholder workshops that may be required
5. Work with Uttarakhand field coordinator to ensure timely content inputs from content teams in Uttarakhand, as well as coordinate with Community reporters in Delhi and Mumbai and ensure they get appropriate guidance and questions to provide good quality recordings for the radio show/s
6. Establish a small network of technical experts on the issue of HIV and safe migration to become part of a content advisory group and lead the content advisory group meetings

7. Negotiate broadcast partnerships with AIR and other FM partners and manage relationships with broadcasters
8. Work with the research associate to ensure compilation of feedback for the radio show/s and ensure appropriate inputs into the program
9. Undertake creation of training materials and training sessions especially for ongoing Community Radio projects as and when required
10. Design advocacy materials including audio visual/print materials or any power point or multimedia presentations for Ideosync projects
11. Draft project reports, updates for website and presentations as required in a timely manner as well as contribute towards development of new proposals and budgets for new projects
12. Represent the project at meetings and conferences
13. Be available and take initiative for participating in other communication design activities of the organisations and fulfil any adhoc tasks allocated by senior staff members or contribute to new projects as per roles assigned

Qualifications:

1. A masters degree a relevant communication, social sciences discipline (Media and Communication Development Studies, Creative Industries, or a related field) or equivalent accreditation or standing.
2. At least 2-3 years project coordination and management/content production experience
3. Demonstrated ability to work collaboratively with team members and work effectively with minimal supervision and provide leadership and take initiative.
4. Demonstrated leadership qualities and ability to manage multiple tasks and complete deliverables on time and work under pressure situations
5. Fluency with computers especially all word processing and data software and ability to create presentations
6. Knowledge of media technologies like radio and television and familiarity with content production and broadcast processes. Knowledge of design softwares and packages, media editing softwares will be added advantage
7. Knowledge of media equipment and editing and recording softwares will be an added advantage
8. Ability to write reports and update websites in English
9. Excellent command over the English language and good Hindi reading and writing skills.

Organisational Relationship

The appointee will report to the Director of Projects at Ideosync Media Combine. And will work in partnership with other office team members

Time frame and schedule of Payment

The incumbent will be given a one year contract. There will be a review process at the end of year one before contract is renewed.

Payment will be made by cheque directly to the account of the employee not more than once per month within the first week of the following month. Appropriate TDS will be deducted on all payments as per Government of India rules.
