

Position Title: Program Officer
Location Ideosync office, Faridabad, NCR
Position term: January 2012-January 2014

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. 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, bilateral and multilateral agencies. Ideosync designs communication frameworks and strategies, develops and produces behaviour change communication content (audio, visual and print) through a rigorous process of community participation, and formative research. A large part of our work involves training and capacity building of different stakeholders and local organisations for integrating innovative information, advocacy and communication strategies into their core development activities. Another important aspect of our work involves enhancing community media and participatory content creation practices.

The Program Officer will be stationed at the Ideosync office in Faridabad, NCR and will work under the advice and direction of the Director of Projects. He/She will be expected to complete specific deliverables during the period of the contract, in addition to being responsible for coordinating project activities. Key areas of work will include:

1. Be project lead on a multi state community media initiative with responsibilities to undertake trainings, coordinate partner participation and participate in overall design
2. Assist in designing and compiling training modules
3. Assist with research design and supervise research
4. Participate in designing and undertaking participatory content creation with community partners
5. Coordinate the online sharing space
6. Undertake video and audio recordings and work with team members to keep the online sharing space dynamic and engaging
7. Establish partnerships with NGOs in other states to engage with the participatory forum
8. Design evaluation research and ensure feedback collated and managed
9. Draft project reports, updates for website and presentations as required in a timely manner
10. Represent the project at meetings and conferences
11. Be available and take initiative for participating in other communication design activities of the organisations including training of community radio stations, organising stakeholder workshops and making presentations at high profile communication events
12. Contribute to developing and writing proposals for new projects

Qualifications:

1. A masters degree a relevant social sciences discipline (Development Studies, Creative Industries, Media and Communication, or a related field) or equivalent accreditation or standing.
2. At least 2-3 years project coordination and management experience especially in the field of communication and media either in the development or the commercial sector
3. Demonstrated ability to work collaboratively with community teams 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
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 and use of multimedia and online technologies is a must
7. Ability to write reports and update websites
8. English and Hindi reading and writing skills are a must.

Contract and Remuneration:

Ideosync will contract with the Program Officer for a period of two years with the possibility of extension. There will be a three-month period of probation. Remuneration will be in accordance to Ideosync's salary scale policy and in keeping with the incumbents experience and qualifications and will be comparable to average national not for profit community development sector.

Application Process:

All applications should be sent via email to vacancy@ideosyncmedia.org Apply with complete curriculum vitae (bio data) and covering letter and mark the application for **Position of Program Officer**. Applications without a cover letter **detailing** your skills will be rejected.

Delhi and NCR candidates and only those outstation candidates who can relocate immediately need apply.

Last date of application: 30th January 2012

Interviews will be held in Delhi from: 25th January 2012