

Job Description

Title: Consultant – “Research and Communications Executive”.

Reports To: Head, Research, MEL and CB.

Nature of contract: 6 months Consultant contract with the possibility of an extension

No. of Positions: 2 (Hindi – 1; English – 1)

About the Organization

The Ministry of Rural Development set up Bharat Rural Livelihoods Foundation (BRLF), Government of India (GOI), as an independent organisation under the Societies Registration Act to facilitate civil society action in partnership with the State and Central Governments to transform the livelihoods and lives of rural households, with an emphasis on women, particularly in the Central Indian Tribal Region.

BRLF is a unique and first-of-its-kind initiative. The Foundation is a partnership between Government on the one hand and private sector philanthropies, and public and private sector undertakings (under Corporate Social Responsibility) on the other. Major functions of BRLF are fostering strategic partnerships with state govt for improving program outcomes, providing financial grants to Civil Society Organizations (CSOs) to meet their human resource and institutional costs for up-scaling of proven interventions, investing in institutional strengthening of smaller CSOs, capacity building of professional human resources working at the grassroots, and to create a knowledge Hub for the sector. **For more details, visit www.brlf.in.**

Job Purpose: The Executive – Research and Communications in a capacity of consultant is expected to manage the overall content and communications responsibility associated with the research-based knowledge portal of BRLF. This will include generating relevant content, summaries of existing research work, and curating secondary resources available in the public domain and/or specific archives associated with themes of rural livelihoods, sustainable development, natural resource management, tribal development, and rights and entitlement. As research and communications executive in a capacity of consultant, you will facilitate the process of knowledge sharing, co-creation and exchange between key stakeholder groups and partners of BRLF. BRLF is recruiting for two positions in this role with the expectation that the consultant - research and communication executive will

Key Responsibilities

- Conduct deep research on topics concerning rural livelihoods, tribal development, rights and entitlements of vulnerable groups, climate change and sustainability.
- Develop, design, and manage social media content development and campaigns.
- Support the research team with secondary research and data analysis.
- Create research summaries, blogs, Op-eds, infographics and media content on topics related to BRLF work and publications.
- Support the development of the annual report and BRLF organisational communications material.
- Collaborate with the website management team for publications and management of research-related content.
- Develop knowledge briefs, policy papers, and white papers on key subject areas related to sustainable rural livelihoods and natural resource management.
- Generate and manage analytics reports from BRLF knowledge portals.
- Assist in designing and implementing knowledge events, seminars, roundtables, and online gatherings for knowledge co-creation, sharing and exchange.
- Represent BRLF in national and international platforms, meetings, and forums.

Qualifications and Experience

- Post-graduation in any discipline from a recognised institution.
- Proven expertise in Hindi or English written language is a must.
- Proven expertise in the development of written communication content/research summaries.
- Hands-on experience in handling large-scale communication assignments will be an advantage.
- Experience of working in the development sector will be an added advantage.

Competencies

- Competency in quantitative and qualitative data analysis
- Good communication and editing skills in Hindi or English
- Ability to work in multi-cultural teams.
- Ability to develop, design and implement social media content and campaigns.
- Knowledge of handling website CMS and backend databases in MySQL is an added advantage.

Compensation Offered: The remuneration for the Consultant-Research and Communications Executive will be in the range of 5 - 8 lakhs per annum, and it will be determined after considering the qualifications and experience of the selected candidate.

Location: The position will be based in New Delhi. The candidate might be required to travel to BRLF initiatives/events in India and abroad.

Application Process: Eligible candidates interested in this position are requested to apply through this link - <https://forms.gle/JwLxNvURK7hNft87> by or before April 17, 2024. Only shortlisted candidates will be contacted.

For any queries related to the advertised position, you can write to us at recruitment.brlf@gmail.com

BRLF is an equal opportunity organisation that does not discriminate based on religious belief, social class, caste, special ability, or gender.