

Position: Programme Officer

Organisation: Deshkal Society

Location: Delhi, with travel to project areas across India

Deshkal Society (www.deshkalindia.com), a not-for-profit organization engaged in action research on issues and challenges confronting disadvantaged and marginalized groups, is embarking on a special project - '**Bodh Gaya Initiative**', aimed at bringing the rich history, culture and heritage of the place into popular imagination through a biannual event covering a mosaic of parallel sub-events including plenary sessions, panel discussions, cultural events, film shows, book launches, and heritage walks.

We are looking for a self-motivated young person of either sex who is deft in language (English) and has smart communication skills (both written and verbal) to steer this initiative. The task entails multitudes of actions leading to the actual event, which include identifying stakeholders, building contacts, initiating dialogues, securing partnerships, and organizing resources for the biannual event. It is an assignment that seeks energetic individual who is skillful and comfortable in multi-tasking.

Responsibilities and Tasks:

- Prepare communication packs to match stakeholders' priorities/interests.
- Identify and conduct bilateral meetings with potential partners.
- Develop proposals and partnership protocols for donors and corporate houses (CSR) towards their contribution to the event/sub-events.
- Build a network of leading authorities from academics and non-academics field, and elicit their contribution/participation in the biannual event.
- Create a network of service providers for the actual conduct of the event.
- Produce updates and reports to keep communication alive.

Required Qualification and Experience:

- Masters degree in English literature preferably M. Phil, with strong analytical skills for communication and information management.
- Excellent written and oral communication skills in English and Hindi.
- Strong computer skills, at least in MS Office, Excel and Power point.
- At least two years of work experience in a communications, publication or information role in development or humanitarian sector.

Last date for submitting application: 25-05-2017

A detailed CV with covering letter indicating why you think you are the suitable candidate (350 words) should be sent to: deshkal@gmail.com

Please note: ONLY shortlisted candidates will be acknowledged and called for interviews.