



# Call for Applications for Immediate Positions

## 1. Project Assistant- Outreach

### Job Description

- Preparation of plans for extensive outreach of various programmes and events lined up by GDC among influential national and international target countries and institutions within the country and abroad, as approved.
- Support in developing work plans, including writing of proposals and projection of financial budgets for them.
- Facilitate organization of events, including interactions, workshops, Round Tables with stakeholders in identified areas within India or abroad.
- Monitor GDC domain related development in India.
- Preparation of event reports and briefing materials.
- Coordination with relevant agencies.
- Work out strategies for promotion of GDC programme of activities.
- Design, develop and implement training programs and awareness raising campaigns among multi-stakeholders.
- Undertake travel as and when required.

### Educational Qualification & Experience

- Full time Master's degree/MBA/PGD in Marketing, Business Administration, Communication, Development Management, Finance, Public relations or related field from a recognized University/Institute.
- Proficiency in spoken and written English. Knowledge of Hindi/any regional language will be an added advantage.
- Proficiency in using MS Office, especially MS Word, Excel, Access and PowerPoint etc.
- Minimum of 3-5 years of solid experience in outreach activities like marketing, social development, supply chain management, finance etc.
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## 2. Project Assistant- Communication

### Job Description

- Assist in documenting programmes and project work, including their impact, and communicate to relevant stakeholders.
- Establish/maintain an up-to-date documentation centre/repository for publications, press releases and feature stories, as well as photographic and audio-visual materials of studies conducted.
- Assist in maintaining partnerships with policy actors and decision makers, including government agencies, private sector, and regional/international development agencies.

- Assist in preparing periodical progress reports and other relevant documentation, including quarterly and annual reports, proposal writing and culling out best practices from case studies and success stories.
- Develop and curate engaging content for different international platforms.
- Document and produce reports for the seminars/workshops organized by the projects
- Develop project briefs, fact sheets, brochures, fliers, publications and other knowledge products emerging out of projects.
- Execute advocacy campaigns in print and electronic media on different verticals of GDC and manage its profile on social media
- Act in coordination with partners/external agencies and ensure timely delivery of communication products.
- Undertake travel as and when required.
- Work closely with or under other members of the team as advised.

### **Educational Qualification & Experience**

- Full time Master's degree/ PGD in Mass communication/ Development Communication from a recognized University/ institution.
- Minimum of 3-5 years of impeccable experience in communication, media, and journalism or similar profile in social development areas.
- Proficiency in spoken and written English. Knowledge of Hindi/any regional language will be an added advantage.
- Proficiency in using MS Office, especially MS Word, Excel and PowerPoint.
- Knowledge of editing software tools.
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## **3. Project Assistant- Research**

### **Job Description**

- Assist in preparing well researched backgrounders or specific material on different verticals of GDC such as health, agriculture, gender development, digital technologies etc. or on other assigned issues.
- Carry out relevant literature review to contextualize knowledge dissemination in target countries and constituencies.
- Analyse SDG and Global Indices within the country in identified areas as advised.
- Create partner country profiles based on secondary research from national planned documents, government rules and regulations, and policy frameworks on GDC priority areas reflecting their short-term and long-term needs and areas for possible collaboration.
- Identify credible local partners, preferably with linkages in the national governments, and prepare background briefs on their operations for their possible sector wise engagement with GDC.
- Prepare reports for submission to stakeholders in coordination with GDC members concerned.
- Document best practices/events/human interest stories from the field and develop communication literature/report/one-pagers for sharing internal and external sharing
- Contribute articles or material in GDC publication 'Development Cooperation Review' on a regular basis.
- Undertake travel as and when required.
- Work closely with or under other members of the team as advised.
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## Educational Qualification & Experience

- Full time Master's Degree/PGD or its international equivalent in Economics, Public Policy, Social Work, Development Studies, Development Communication or closely related fields.
- Minimum of 3-5 years of experience in writing proposals, managing various stakeholders and literature reviews, with element of field work.
- Proficiency in spoken and written English. Knowledge of Hindi/any regional language will be an added advantage.
- Familiarity with research methodologies such as statistics, survey design, questionnaire development, and field experiments is desirable.
- Strong writing skills and ability to present concepts and data effectively.
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## 4. Resource Person – Asia Pacific

### Job Description

- Implement the approved programme of activities of GDC under different verticals of health, agriculture, gender development, digital technologies etc.
- Create Country Profiles based on secondary research from national planned documents, government rules and regulations, and policy frameworks on GDC priority areas reflecting their short-term and long-term needs and areas for possible collaboration with India.
- Ability to hold regional responsibilities to share and promote the work programme or specific dimension of GDC with potential partner countries and institutions.
- Keep GDC informed of various country specific or regional developments having a bearing on the work programme of GDC
- Conduct secondary research from available documents and data networks of other players providing development assistance like World Bank, OECD and DAC countries in order to identify current state of their cooperation in priority areas identified under GDC and share the same with us. Also gather information on India's role and contribution in the priority areas of GDC.
- Prepare a vertical-wise chart reflecting country priorities and their linkages with India's flagship programmes for possible replication, along with details of potential partners, including government and non-government agencies.
- Prepare subject backgrounders and papers and conference material for use by GDC during interactions with identified regional partners
- Share best practices from the region for possible learning experiences for GDC and its partners.
- Identify credible local partners, preferably with linkages in the national governments, and prepare background briefs on their operations for their possible sector wise engagement with GDC.
- Prepare lists and details of stakeholders/partners who could be invited for thematic round tables for further consultations in identified areas
- Map out country specific local work plans, including an initial six month plan, along with timelines.
- Carry out similar exercise in respect of identified in the region countries for prioritised treatment and facilitate the organisation of interactions/workshops/round tables with stakeholders
- Submit periodical reports, including quarterly and annual reports, on attainments in terms of building ground research work on GDC connected themes, outreach to governmental

and non-governmental intuitions, possibilities of further collaboration and follow up action with GDC in Delhi and take follow-up action as advised by GDC.

- Coordinate the organisation of GDC dialogues, meetings or interactions with their local partners and submit reports on their outcomes.
- Contribute articles or material in the publication of Development Cooperation Review (DCR) at RIS on a regular basis.

### Educational Qualification & Experience

- Masters in International Relations/Public Policy/Development Studies/ Development Economics or related field from a recognized institution/University.
- Proficiency in spoken and written English and any other international language.
- Minimum of 7-10 years solid experience in managing various international/national projects, stakeholders meets, writing proposals, carrying out literature reviews, with extensive field work.
- Strong negotiating skills and capacity to facilitate links with government, academic and research institutions in Asia and Pacific Island Countries for the promotion of GDC.
- Strong knowledge of regional development paradigms and networks and country specific requirements in domain knowledge areas of GDC

### GDC Core Competencies for positions

- Ability to meet deadlines, readiness to act as multi-tasker.
- Strong persuasive, network-building and negotiating skills for interaction with project stakeholders and international agencies and partners.
- Capacity to take initiatives and work both independently and as part of a team.
- Strong communication, presentation and persuasion skills.
- Self-motivated and strong believer in performance driven approach having ability to work in a high-pressure environment.
- Strong and proven integrity, time management and work prioritization skills.
- Up-to-date knowledge and interest in national and international affairs.
- Capacity to come up with innovative problem solving strategies to deal with emerging situations.
- Out of box thinking abilities.

### Monthly Emoluments & Location of Work

- **Remuneration:** Commensurate with qualifications, experience and potential to achieve time bound assignments.
- **Engagement:** On annual contractual basis to meet project requirements and renewable upon extensive review of overall performance by GDC. Initially, selected candidates would be on a probation period of six months, which has to be satisfactorily complete for continuation at GDC.

#### Please Note:

- **Resource Person for Asia-Pacific** may have to work on their own from the country of his or her residence in the region on line with GDC team, including interaction with officials via digital media.
- **Other selected position holders** would have to work at GDC premises at RIS in New Delhi and online when required.

- Key drivers for continuation of selected candidates at GDC would be the quality and depth of their knowledge in assigned areas, efficiency in service delivery and sense of creativity and innovation in their work approach.
- Any sort of canvassing in this regard would be treated as a disqualification.
- The decision of GDC/RIS with regard to selection of candidates would be final and no further correspondence in this regard would be entertained.
- Incomplete applications would be summarily rejected.

### **Application Process & Timeline**

Interested candidates are requested to send in their applications on a plain paper indicating 'Application for the post of .....' in bold letters, with their CV to: [recruitment@ris.org.in](mailto:recruitment@ris.org.in) latest by **10 November 2021**, together with a one pager on '*Relevance of Global Development Centre in the emerging world*'. Shortlisted candidates would be advised by email to appear for online interview by GDC panel.