International Planned Parenthood Federation (IPPF) works in 172 countries with 161 member associations and collaborative partners and 7 secretariat offices to empower the most vulnerable women, men and young people to access life-saving services and programmes, and to live with dignity. It is a global service provider and a leading advocate of sexual and reproductive health and rights (SRHR) for all. We are a world-wide movement of national organisations working with and for communities and individuals.

IPPF’s South Asia Regional Office (SARO) is seeking applications from individuals for the position of Manager Communication. The position will be based at New Delhi (field office) or any location of the regional countries. For details please refer to the Job Description attached.

Applicants should submit their CV using our prescribed format at infosar@ippf.org

Closing date for receipt of applications: 5th March 2020.

We regret that only shortlisted candidates will be acknowledged.

Applications are particularly encouraged from candidates living with HIV. IPPF is committed to equal opportunities and cultural diversity. Candidates from all sections of the community are welcome to apply.

IPPF is committed to the safety and protection of children, young people and vulnerable adults and this role may involve contact with these groups. Our recruitment and selection procedures reflect our commitment to the safety and protection of children, young people and vulnerable adults in our programs.
# JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Manager - Communications</th>
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<tbody>
<tr>
<td>Location:</td>
<td>New Delhi, India (Field Office)</td>
</tr>
<tr>
<td>Function:</td>
<td>Communication and External Relations</td>
</tr>
<tr>
<td>Responsible to:</td>
<td>Regional Director</td>
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<td>Direct Reportees:</td>
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## 1. JOB PURPOSE

- To contribute in creating an environment where people can advocate, support and assert their rights in the area of Sexual and Reproductive Health and Rights (SRHR), in the South Asia Region (SAR).
- To build IPPF’s visibility and strengthen its position as a leader in SRHR among external & internal audiences, through innovative communications and campaigns strategies.

## 2. KEY TASKS

1. To contribute towards the development, implementation and review of IPPF’s Communications goals and strategy, in SAR, including the South Asia Regional Office (SARO) and Member Associations (MAs) in the region.
2. To drive the planning, implementation and monitoring of performance of initiatives under the Communications portfolio, in terms of:
   a. Building visibility in the public domain by employing various communications and outreach strategies.
   b. Promoting online education and engagement of external audiences on issues of SRHR.
   c. Developing advocates for SRHR in the mainstream media.
   d. Producing quality publications to highlight IPPF’s unique programme approach and implementation strategies to achieve widespread impact.
   e. Providing technical and specialised assistance to the Member Associations.
   f. Working with advocacy focal points at SARO and MAs to develop policy communication materials for ongoing advocacy and campaign related to SRH
3. To contribute to IPPF’s emerging agenda on Communications related issues by:
   a. Developing, adapting and disseminating guidelines, policies, standards and technical tools in area of Communications among MA service delivery points
   b. Providing communications and media advice, technical support and information ensuring messages disseminated conform to the gender and rights framework, values and messaging and branding guidelines of IPPF
   c. Providing technical support to SAR MAs on developing and implementing the Communications portfolio of Annual Programme Budgets
4. To be the focal point for work on the same in the Region when engaging with Central Office (London), SAR MAs and other stakeholders including external relationships, coalitions, conferences and events, etc.
5. To develop quality content for IPPF SARO’s media spokesperson to ensure accurate and appropriate representation of programmes / initiatives / impact of the organisation.
6. To develop a strong relationship with the regional and international media, formulate press releases, features, op-eds, and project IPPF’s work based on a Media Outreach Plan.
7. To ensure regular updation of the SARO website with the latest and quality content regarding new/current programmes, their progress, annual reports, impact and reach related information, case studies, testimonials, etc.
8. To ensure that relevant updates and information are uploaded on social media handles of IPPF SARO (such as on Facebook, Twitter, LinkedIn, etc.) on a regular basis, to enhance the visibility and reach, in alignment with the social media strategy and guidelines of the organisation.
9. To manage internal communications within IPPF SARO, in coordination with the Senior Management Team and other staff members.
10. To liaise with the vendors for designing and development of various communications materials, as required.

11. To manage the publications process including development of publications’ design briefs, coordination of research, content and graphics components, liaison with external agencies (e.g. printers and translators) to ensure compliance with publications process requirements, timelines and budgets.

12. To be responsible for SARO Communications budget management.

13. To build and maintain positive working relations with all members of staff and contacts both within and outside the Federation, and work in collaboration with other team members to ensure integrated execution of Communications initiatives.

**Others**

14. To undertake any other reasonable duties as may be requested from time to time.

3. **RESPONSIBILITIES**

   a) **Staff responsibilities carried out by the job holder**
   - As assigned for supervision (staff and/or consultants)

   b) **Financial responsibilities carried by the job holder**
   - Responsible for the Communications Budget and Expenditure for SAR

   c) **Advisory responsibilities carried out by the job holder**
   - Advise Regional Director, Dy. / Directors, Other Staff at SARO and MAs on technical issues relating to Communications, Campaigns, Events, etc.

4. **EDUCATION & QUALIFICATIONS**

   - Post-graduate qualification in Communications, Marketing, Journalism or other relevant discipline

5. **PROFESSIONAL EXPERIENCE**

   - Minimum 7 years’ experience in developing communication initiatives and organizing campaigns for visibility, advocacy and/or BCC, preferably in the voluntary / development sector in developing countries.
   - Familiarity with all publishing processes, including liaison with printers, design issues, editing and proofing.
   - Expertise in Social media and building online constituencies.

6. **SKILLS**

   - Excellent interpersonal and written communication skills including ability to interact with diverse groups.
   - Strong extension motivation (reaching out), Group building and Training & Facilitation skills.
   - Ability to listen, respond and relate with respect, empathy and congruence.
   - Strong analytical skills and good IT skills – ability to use MS Office, communication packages, latest social media, etc.
   - Understanding of mass media and journalism
   - Strong project management, planning, goal setting, execution, and monitoring skills.
   - Strong problem-solving, innovative and creative thinking skills.
   - Strong organisational and time management skills to meet deadlines.
   - Ability to work independently and as part of a team.

7. **PERSONAL COMPETENCE**

   - Rights-based and gender-sensitive perspective.
   - Ability to maintain confidentiality.
   - Understanding of development issues, especially Sexual and Reproductive Health and Rights.
   - Awareness of and sensitivity to the multi-cultural environment in which IPPF operates.
   - Willingness to travel within India and internationally – approximately 35-45 travel days a year.
   - Supportive of a woman’s right to choose and to have access to safe abortion services. This is an occupational requirement of this post, in accordance with Schedule 9 Part 3 of the Equality Act 2010.