



TERMS OF REFERENCE

- Position Title : Media and Communications Assistant (One)
- Organisation : India Development Foundation of Overseas Indians
- Duration of Contract : Maximum three Years subject to renewal every year based on performance and requirement
- Compensation : Media and Communications Assistant (Rs. 40,000 p.m.)

Last date of submission: 21st January 2016

The final selection will be on the basis of due weightage given to CV, a written test and an interview. From the applications received, a maximum of 10 candidates will be selected for the written test. On basis of results of the written test, a maximum of 5 candidates will be selected for interview.

Detailed Terms of Reference is at www.moia.gov.in All eligible candidates can send their application along with latest resume to hr.idfoi@gmail.com. The subject line of the mail must mention the position which they are applying for. All applications have to be submitted with the latest CV and details filled in the format as at Annex I. **Candidates who do not submit both the CV and details as at Annex I, will not be considered.**

The India Development Foundation of Overseas Indians (IDF-OI) is a not for profit Trust established to serve as a credible institutional avenue to enable overseas Indians to engage in philanthropy to supplement India's social development efforts. IDF-OI channelizes the philanthropic propensities and resources of the overseas Indian community into national development and social projects.

Job Title: Media & Communications Assistant

Duty Station: Delhi

The responsibilities would involve:

- Manage the website and key social media platforms regularly through social media platforms including Facebook, Instagram and Twitter
- Draft press releases
- Create collaterals for outreach – brochures, flyers, PPTs etc
- Regularly research latest developments in overseas Indian philanthropy
- Manage the overseas Indian database for outreach to the online community
- Assist the Media & Communications Officer
- Any other work as may be assigned by CEO

Eligibility Criteria:

Essential Requirement:

- Masters Degree or 2 years Diploma in Media, Journalism, Mass Communication or International Relations
- State experience in using social media tools such as Facebook, Twitter, Blogs in the following format:

S.No.	Criteria	Yes	No
01	Experience in Facebook		
02	Experience in Twitter		
03	Experience in Blogs		

* Please attach one sample of an article/blog/post/social media report done for any client organisation in any one of the above, handled by you alongwith a self declaration of authorship.

Desired profile

- Prior experience in Public Relations, Media or Communications Divisions of organisations
- Prior experience in working with international NGOs/ UN organizations/ organizations promoting philanthropy to social and development projects in India.
- IT/ Computer knowledge (MS Office, Excel, Powerpoint etc.)

Annexure I

Complete Name			
Date of Birth			
Education			
Name of University/Institution	Course	Duration	Marks Obtained
Total No. of Working Years of Experience			
Working Experience			
Organisation in which employed	Designation	From-To	Main Responsibilities handled

Note:

- 1) Candidates who do not submit the CV and details in the format as shown above, will not be considered.
- 2) If adequate number of candidates are not available for the written test, essential qualifications may be relaxed by the Competent Authority.
- 3) If adequate number of candidates are not available for the interview, the criteria for the purpose may be relaxed by the Competent Authority.