

## **Job Description: Communications Manager**

As a Communications Manager of Saahas you will have the overall responsibility for all internal and external communication.

### **Primary Duties and Responsibilities**

- Prepare and execute the Saahas Communication strategy in collaboration with the senior management team, to help meet its strategic objectives.
- Establish collaboration with various media platforms and entities to actively provide them content related to Solid Waste Management, Circular Economy and Sustainability at large in the form of articles, commentaries, interviews, press release etc.
- Ideate, develop and maintain the key communications material for the organization such as brochures, introductory deck, website, annual report, etc.;
- Plan and supervise development of posters, films, ppts and other communication collaterals by working with freelance designers and creative agencies.
- Drafting/editing important external communication such as project reports, mails to government officials etc.
- Managing Saahas social media handles, creating interesting posts and interact with the larger eco system; learn and share information and strengthen the sustainable waste management movement on all fronts.
- Plan and execute social media campaigns in collaboration with the Management team.
- In collaboration with the Research team, assimilate knowledge from various projects of Saahas and its wider network and disseminate the same by writing and publishing newspaper articles, social media posts, Saahas blog, case studies etc.
- Ideate and organise training programs for team Saahas to improve their communication skills

### **Working Conditions**

- Will need to work in office environment at the designated location, however travel to project locations outside location of appointment might require to be undertaken.
- Standard work week will have 6 working days in a week with 2 Saturdays off in a month; and may be required to work late evenings and weekends based on organisation's requirements.

### **Experience**

- 10 years or more of work experience in media and communication
- 1-2 years of experience in development sector will be preferred

**Location:** Bangalore or Gurugram

### **Knowledge, Skills and Abilities**

- Excellent written and oral communication skill, ability to present the ideas in a crisp and interesting manner keeping in mind the target audience.

*Saahas*

*#21, Ground Floor, MCHS Colony, 5th C Cross, 16th Main, BTM Layout 2nd Stage, Bangalore - 560076*

*080 – 41689889; [www.saahas.org](http://www.saahas.org)*

- Articulate and quick thinking as there would be occasions where the Communication person would represent the organisation in important external interactions
- Quick learner: Saahas does a variety of projects and the person must be able to understand the technicalities and other key aspects and extract the most important aspects for wider dissemination through different platforms.
- Good grasp of all key Social media platforms such as Twitter, Facebook, Instagram and LinkedIn
- Good people management skills as the person would interact with teams across the organisation, they should feel comfortable interacting with the Communication team members.
- Interest, experience and knowledge about sustainability and waste management issues.
- Knowledge of development sector eco-system.
- Proficiency in writing project reports and proposals.
- Comfortable in using MS-Office tools and mails for communication, computing and project management requirements.
- Proficiency in written and spoken English, Kannada, knowledge of Hindi and/or applicable regional language would be useful.

### **Personal Characteristics**

The Manager should demonstrate competency in:

- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Behave Ethically:** Understand ethical behaviour and business practices, and ensure that own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organization
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Lead:** Positively influence others to achieve results that are in the best interest of the organization.
- **Focus on Partner Needs:** Anticipate, understand, and respond to the needs of internal and external clients/partners to meet or exceed their expectations within the organizational parameters.

Please mail your resume to [hr@saahas.org](mailto:hr@saahas.org) with subject, "Application for Communication Manager"