

VACANCY ANNOUNCEMENT

Reference #	001/01/2025/CA/SUDSC II/New Delhi
Project	Sustainable Urban Development – Smart Cities II (SUDSC II)
Position	Communication Specialist
Band	4
Location	New Delhi

To apply click on the link: <https://www.giz-jobs.com/india/>

Documents to be submitted:

- CV and a statement of suitability for this position
 - A maximum of 2 pages note on one of the topics given below:
 - Development agencies are increasingly recognizing the potential of communication to enhance project effectiveness. How does communication make this development more impactful? Support your arguments with national and international examples.
- Or
- Elaborate with an example (preferably your own work) where in communication has been able to create a major difference in project implementation. How social media can be a boon for effective implementation.

Last Date of Application: 16th February 2025

A. About GIZ India

For details, click on: <https://www.giz.de/en/worldwide/368.html>

B. Project Background

The Programme “Sustainable Urban Development – Smart Cities II” (SUDSC II) aims at anchoring resilient, sustainable approaches and solutions for urban development including infrastructure that consider disaster risk management and the leave- no-one- behind concept, within the context of various Programmes and Missions of the Government of India.

The programme provides advisory services a) to cities and states to implement cross-sectoral national policies, strategies and guidelines, b) for complementary capacity development measures, c) for implementation support through innovative projects that harness data and digital transformation for contributing to improve informed decision-making processes, d) for networking platforms for exchanging and upscaling good practices from the field.

C. Responsibilities

The Communication Specialist will be based out of New Delhi. Under guidance of the SUDSC II project AV, DV and component manager, she/he will be responsible for independently developing, updating, and implementing communication strategies and developing knowledge products in alignment with SUDSC II. She/he will be responsible for:

- Overall coordination for all design and communication-related activities of SUDSC II
- Designing of knowledge projects / brochures, including visualization of project data and findings.
- Carrying out outreach activities to disseminate information about project and its intervention areas through internal and external channels.
- Responsible for quality assurance of knowledge products: review all knowledge products produced by the projects to ensure alignment with the GIZ guidelines.

- Creating and maintaining visibility of the project at various levels and media channels.
- Advisory support to MoHUA and other partner institutions on communication and outreach activities for its various missions / schemes / events related to the project themes.
- Developing communication products that showcase success stories of Indo-German cooperation.
- Support other action areas as per requirements.

D. Core Scope of Tasks

1. Management and Coordination

- Coordinate the drafting and updating of website content and guide team on social media content related to projects for GIZ social media accounts (Facebook, Instagram, Twitter, LinkedIn, blogs etc.)
- Update and maintain SUD-SC IIs social media presence, in line with the communication strategy.
- Coordinate production and dissemination of short videos / other multimedia contents of the project activities and achievements of SUD-SC II.
- Support team members in organizing workshops, conferences, exhibitions, and other outreach activities.
- Support the GIZ India Communication Group in developing strategic communication activities.
- Update and maintain digital archive of photographs related to SUD-SC II and its thematic areas.
- Coordinate development of a communication strategy.

2. Knowledge Management

- Prepare presentations on project's activities and achievements for internal training and outreach events.
- Visualize project data and findings and disseminate them.
- Write summaries, reports, and press releases for events.
- Edit and support writing of articles, publications, and reports.
- Post programme updates on the GIZ Intranet site.
- Conceptualize and design information materials in line with GIZ corporate communications guidelines.

3. Communication, Networking and Public Relation

- Assure the quality of pools of service providers (text, printers, graphic designers, proof-readers, filmmakers, etc.), pool of relevant media contacts/contacts of significance to the project.
- Coordinate with the Communication Specialist at the GIZ India Country Office.
- Support the GIZ India Communication Group in developing strategic communication activities.
- Post programme updates on the GIZ Intranet site.
- Prepare engaging presentations on the project's activities and achievements for internal training and outreach events.

Other duties/additional tasks, if any:

- Develop and maintain media relations skills and proficiency in journalistic writing and editing, with focus on sustainable urban development.

E. Required Qualifications, Experience and Competencies

- At least 8 years of relevant working experience in Journalism, Communication, Publishing, Mass Media and/or information and knowledge management, PR work.
- At least 3 years of experience in working in the international development sector.

- Post graduate degree in Journalism/Communication/Media Studies or Public Relations or other relevant areas.
- Expertise in designing and implementation of communication strategies.
- Expertise developing brochures, leaflets, articles, and press releases.
- Previous work experience with International Development Organizations, preferably Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is an advantage.
- Technical understanding of urban development sector and/or sustainable development goals
- Proven track record of developing and implementing knowledge management systems and communication strategies.
- Very good coordination skills and ability to prioritize tasks under time pressure.
- Excellent oral and written communication skills in English and Hindi.
- Ability to manage multi stakeholder processes efficiently and successfully.
- Adapt in working with various media formats – print, audio, video, web etc.

F. Location: New Delhi

G. Duration of the contract: Until 31st December 2025

Application without GIZ application form will not be considered

- Only shortlisted candidates will be contacted.
- GIZ supports Work-Life Balance.
- GIZ promotes Gender Diversity – Applications from women professionals are encouraged.
- Please note that those individuals who have completed a consultancy assignment with GIZ in less than 6 months prior to the intended start date for this position will not be shortlisted due to organisational policy.

Disclaimer: As per GIZ's data confidentiality policy, candidate's application is stored in our database for six months and is deleted thereafter.