

Job Description

Position details

Job title	Documentation & Communications Officer
Location	New Delhi, India (<i>Travel to project locations as required</i>)
Academic qualifications	Degree in Mass Communication / Journalism / Development/ English or equivalent
Professional experience	1-3 years in documentation and content writing (essential) Gender and/or development sectors (desirable) Social media (desirable)
Salary	Competitive; commensurate to qualifications and experience
Contract duration	1 year (Extendable)
Last date to apply	21st December 2023
Starting date	15th January 2023

Job purpose

MFF is seeking a Documentation and Communications Officer who would be responsible for the documentation of projects and producing written content for a variety of audiences and platforms, including social media.

Key responsibilities

Documentation

- Collect relevant data and prepare appropriate reports for a variety of projects and stakeholders
- Ensure the adequate documentation (written and visual) of projects, programmes and events

Content writing

- Write, edit and disseminate content for a wide variety of communication channels pertaining to the organisation's activities and projects, including social media
- Ensure writing style is aligned for a range of audiences and platforms, with the ability to summarise content in non-specialist language

Other

- Prepare designs for a variety of documentation and types of content, including reports, infographics, social media, marketing material, etc.
- Ensure adequate documentation and dissemination of information pertaining to internal systems and processes

Personal specification

Job requirements	Assessment criteria	
	<i>Essential</i>	<i>Desirable</i>
Qualifications & training		
Academic qualifications	Degree in Mass Communication / Journalism/ English/ Development or equivalent	
Professional experience	1-3 years in documentation and content writing	Gender and/or development sectors
Knowledge & skills		
Excellent written English communication skills	✓	
Strong planning & organisational skills	✓	
Highly creative	✓	
Global development goals & gender		✓
Photography & editing		✓
Graphic design via online platforms (e.g. Canva)		✓
Social media management		✓
General Attributes		
Self-motivated, ability to work independently & use your own initiative	✓	
Excellent teamwork & cross-culture skills	✓	
Open to new cultures & experiences	✓	
Adapt to different settings	✓	
Act as an ambassador for MFF to uphold its values	✓	

How to apply

Submit a copy of your resume alongside a covering letter which clearly outlines how your skills and experiences match the requirements set out above to info@marthafarrellfoundation.org