



Senior communication associate 3ie, New Delhi

1. Background

The International Initiative for Impact Evaluation (3ie) is an international grant-making NGO promoting evidence-informed development policies and programmes. We are the global leader in funding and producing and synthesising high-quality evidence of what works, for whom, how, why and at what cost. We believe that better policy-relevant evidence will make development more effective and improve people's lives. 3ie is a registered non-governmental organisation in the US. It has offices in New Delhi, London and Washington, DC.

The Strategic Communications Office (SCO), is responsible for developing effective approaches to communicating research, advocating for evidence-informed policymaking and programming and monitoring, evaluating and reporting on evidence impact. The team anchors 3ie's internal and external communication, including producing content and maintaining the 3ie website and producing knowledge, advocacy and institutional publications.

2. Position summary

3ie is inviting applications for the post of senior associate, preferably based at our New Delhi office. However, for exceptional candidates with the right to work, we may consider a remote working arrangement. The successful candidate will have a background and training in international development communication, social media management and campaigns. S/he will have training and/or work experience related to development in India, and preferably in other low- and middle-income countries, and will support a range of key work areas related to communication. S/he is expected to be proficient in the use of various communication tools and create and manage content.

The senior communication associate will support the team in day-to day social media management, events and managing content on website. S/he will have prior experience in drafting content for social media, managing events, along with exceptional writing skills and be very well organised and productive. S/he will be a self-starter, an early-career professional with a passion for sustainable, inclusive and equitable development, and with a can-do, team player attitude.

3. Main responsibilities

3.1 Social media management

- Use appropriate social media management tools to produce content for Twitter, Facebook and LinkedIn and update the homepage regularly;
- Identify best practices across platforms to inform 3ie's campaigns, aid project and programme communication;

New Delhi

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- Schedule posts for events, UN days, international development days, among others;
- Monitor social media platforms to assess trends, follow conversation and alert other staff to respond when needed;
- Track and report analytics; and
- Guide staff on using social media for effective communication and share best practices.

3.2 Events

- Provide communication and marketing support for 3ie events, including content, logistics, and so on;
- Prepare and maintain budgets for 3ie's events and events we participate in;
- Manage 3ie's event calendar, identify and monitor local, regional and global events, track staff participation and coordinate as needed;

3.3 Website

- Produce, edit and post new website content as required;
- Monitor website daily to ensure content is updated and bugs are identified;
- Contribute to new and upcoming website projects as needed;
- Liaise with 3ie staff and vendors to collect feedback to improve and enhance the website as and when needed;
- In consultation, monitor analytics and provide reports as per requests;
- Coordinate across SCO to ensure external communication activities are reflected across all online platforms.

3.4 Support for communication and advocacy plans

- Help prepare communication plans as required; and
- Prepare advocacy plans as per organisational strategies.

3.5 Other tasks

- Draft content for 3ie's bi-monthly newsletters and other announcements, as required
- Proactively monitor and report on online communication efforts by similar organisations;
- Monitor mentions of 3ie in the news;
- Support donor reporting and internal reporting as needed; and
- Other tasks as assigned.

4. Qualifications and skills

4.1 Education, training and work experience

- MA or MSc in a field directly relevant to international development that included formal training in communication;
- At least four years of development sector relevant experience;
- Prior experience managing social media for a development organisation;
- Prior experience using analytics to inform communication campaigns;
- Prior experiences in targeted marketing on social media using paid promotions;
- Prior experience organising events, including logistics, vendor management;
- Experience with creating and managing budgets;

- Familiarity with tools, apps, event management;
- Experience with writing for the website, newsletters and creating content for social media;
- Experience working with content management systems like Drupal;
- Experience with preparing reports for donors.

4.2 Essential skills

- Experience using Hootsuite, Twitter, Facebook, LinkedIn for an organisation;
- Experience with analytics for online platforms;
- Highly organised;
- MS office skills; and
- Experience with Zoom and other digital platforms.

5. Eligibility

Applicants must already have the right to work in India. Foreigners in India on a business visa do not qualify for this position. 3ie is an equal-opportunity employer. We do not discriminate on the basis of sex, age, ethnicity, disability, caste, religion or sexual orientation. We particularly encourage women, ethnic minorities and differently abled persons to apply.

6. Terms of Employment

The salary range for this position is competitive and commensurate, based on qualifications and experience. Our policies and procedures reflect our commitment to safeguarding children and vulnerable adults from abuse. We follow a zero-tolerance policy for any form of bullying or harassment in the workplace.

7. How to apply

Please apply by e-mail to jobs@3ieimpact.org with the following application materials listed below. Applications that do not include a separate cover letter will be rejected without review. Please include 'Senior associate/officer, communication' in the subject line. The applicant must provide the following information:

- A one-page cover letter highlighting experience most relevant to job description
- Curriculum vitae (not to exceed two pages);
- Writing sample (please indicate if it is co-authored or produced by yourself); and
- Contact information for three references

Only shortlisted candidates will be contacted. The interview process will include writing and editing tests. **Applications will be reviewed on a rolling basis until the position is filled.**