



Communication assistant/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 programs. We are the global leader in funding and producing and synthesizing 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 organization 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 a communication assistant/associate with project management skills, 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 be highly organized, have a background and/or training in international development communication and project management. They will be responsible for a variety of tasks, including day-to-day management of publications, supporting institutional communication efforts, contributing to strategic reporting, and supporting SCO staff in internal and external project management as needed. They 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 Editorial production

- Maintain and improve the editorial management for all 3ie publications.
- Coordinate with all 3ie offices to maintain an updated pipeline of publications.
- Review copy-editing and proofing work, including reconciling amends and work with authors to clear technical content queries.
- Select appropriate, high-quality, legally-sourced photos as needed.
- Assist to develop and maintain an asset base (photos and videos).
- Provide guidance on content to the publication design and formatting staff when needed.

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- Copy-edit database summaries and product descriptions, liaising with report leaders.
- Commission freelance editing and proofing services, maintain and add to the roster of freelancers.
- Create and maintain a database for graphic designers and other vendors.
- Manage contracting and billing.
- Keep all publication-related templates, standard information, and guidance documents up-to-date and improve as needed.

3.2 Support to internal communication

- Coordinate SCO team meetings, including maintaining meeting notes and task lists.
- Contribute to knowledge management, including maintaining top copies of templates, process documents, guidelines and other materials.
- Coordinate inputs for quarterly reporting of 3ie strategic indicators on publications, events, social media, and so on.
- Provide project management support as assigned for SCO projects or business development.
- Support onboarding of new staff and consultants.
- Writing assignments as required.
- Any other tasks as assigned.

3.3 Support to institutional/external communication

- Create and maintain a workplan for institution-level, external communication activities.
- Prepare, monitor and maintain budgets for institutional communication activities.
- Create and maintain a calendar for various institutional communication activities and products, including events, blogs, emailers and so on.
- Maintain and update process documents, guidelines and so on for external communication.
- Coordinate inputs and contribute to 3ie's bi-weekly newsletter.
- Provide inputs for communication and implementation plans

4. Qualifications and skills

4.1 Education, training, and work experience

- For assistant-level: Bachelor's in a field directly relevant to international development that included formal training in communication; with at least three years of relevant work experience in the international development sector
- For associate-level: Master's in a field directly relevant to international development that included formal training in communication; with two to three years of relevant work experience in the international development sector
- Experience in writing, editing and proofreading is an advantage
- Experience in editorial management is an advantage
- Experience in project management is preferred; project management certifications will be an advantage
- Experience with contracting, vendor management and financial management

- Experience with creating and managing budgets
- Familiarity with communication tools, apps and software
- Experience with preparing reports for donors

4.2 Essential skills

- Experience using project management tools like MS Teams, is preferred
- Excellent oral and written communication skills in English
- Excellent organizational skills, attention to detail, and the flexibility and desire to adapt to shifting weekly priorities and deadlines
- Experience working in a matrix environment is preferred
- Excellent cross-cultural skills and diplomacy
- Strong and demonstrable proficiency with Microsoft Office applications including Word®, Excel® and PowerPoint®

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

Candidates should be available to join as early as possible. 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. Please include 'Communication associate/assistant' 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 if available (please indicate if it is co-authored or produced by yourself)
- Contact information for three references.

Applications that do not include all the materials, such as a separate cover letter, will be rejected without review. Only shortlisted candidates will be contacted. The interview process may include writing and editing tests.

The application deadline is 23 August 2021. We will review applications on a rolling basis and may close the position earlier if we find the right candidate.