

Job Title	Content Writer
Job Location	Delhi
Nature of Employment	Fixed Term and Full Time
Duties and Responsibilities	<ul style="list-style-type: none"> <li>• Studying information and materials/developing design briefs by gathering information and data through research</li> <li>• Ability to use the written word to express ideas</li> <li>• Editing, revising and reviewing work especially in response to feedback</li> <li>• Develop content based on research or information provided</li> <li>• Responsible for writing manuals, reports, websites</li> <li>• Responsible for providing necessary support to the Project Manager/Programme Manager in creative thinking, writing, compiling and submission of work</li> </ul>
Reporting to	<ul style="list-style-type: none"> <li>• Project Manager/Programme Manager</li> </ul>
Skills and Competencies	<ul style="list-style-type: none"> <li>• Excellent communication skills</li> <li>• Versatile writer who can write reports, manuals, websites, etc</li> <li>• Proactive thinker who seeks to improve work-flow and create efficiencies</li> <li>• Detail oriented and organized</li> <li>• Pro-active and flexible</li> </ul>
Educational Qualification and Experience	<ul style="list-style-type: none"> <li>• Script writer should be at least a Graduate in any field from a recognized University or Institution with a diploma/degree in script development.</li> <li>• Two to four years of proven experience in a well-recognized organization/company with same roles and responsibilities.</li> <li>• Strong background in writing with experience in simplifying/summarizing messages as well as writing dialogue.</li> <li>• Experience in communicating professionally with clients in all manners and focused on meeting the clients' objectives and expectations.</li> <li>• Ability to work independently on projects as well as in a team of project managers, project coordinators.</li> <li>• Experience in Social Sector will be an added advantage</li> </ul>
Salary & Benefits	INR 15000-25000 per month (Final decision based on their qualification and experience)
To apply	Please send your application and resume through e-mail at xx@defindia.net. Please mention in the subject line of your e-mail "Application for Content Writer". Only short listed applicants will be contacted. Interviews shall be conducted in the New Delhi office only.

2. Job Title	Field Coordinator for dCIRC
Job Location	Delhi
Nature of Employment	Fixed Term and Full Time

Duties and Responsibilities	<ul style="list-style-type: none"> <li>• Oversee and review all aspects of fieldwork on a daily basis</li> <li>• Assist in hiring field/local dCIRC staff</li> <li>• Assist team supervisors and field workers on a daily basis</li> <li>• Monitor field work on a daily basis</li> <li>• Ensure equipment is working properly</li> <li>• Establish timeframe for field work</li> <li>• Coordinate field work with local representatives/community members</li> <li>• Secure permission from local community leaders for data collection in selected clusters with help from local government staff</li> <li>• Prepare all materials in advance to be used in fieldwork, which includes developing and pre-testing data collection forms, obtaining maps, and ordering all lab supplies, etc.</li> <li>• Obtaining ethics approval/ report to Programme Supervisor &amp; Manager</li> <li>• Plan and implement the training of the field teams</li> <li>• Plan the logistics of field work collection</li> <li>• Managing budget and expenses</li> <li>• Resolve administrative issues relating to travel, accommodation, behaviors of fieldteams, security issues etc. through appropriate channels</li> <li>• Review all data collection forms for consistency and completeness</li> <li>• Supervise data entry</li> <li>• Troubleshoot any problems with fieldwork</li> <li>• Keeps senior Programme management informed by preparing reports (daily status) on field performance, activities, and challenges</li> <li>• Field visits on a regular basis</li> </ul>
Reporting to	<ul style="list-style-type: none"> <li>• Project Manager/Programme Manager</li> </ul>
Skills and Competencies	<ul style="list-style-type: none"> <li>• Proactive thinker who seeks to improve work-flow</li> <li>• Detail oriented, self-sufficient and organized.</li> <li>• Pro-active and flexible</li> <li>• Ability to handle large volume of work at field, and have excellent organization skills, excellent interpersonal skills, good listener and good team work.</li> <li>• Ability to work independently on projects as well as in a team of project managers, project coordinators</li> </ul>
Educational Qualification and Experience	<ul style="list-style-type: none"> <li>• Candidate should hold an university degree, essential computer knowledge, good communication skills and excellent field level public relation knowledge are welcomed for the interview</li> <li>• Three to Four years of proven experience in a well-recognized organization/company with same roles and responsibilities</li> <li>• Freshers with required educational qualification may also apply</li> </ul>
Salary & Benefits	<p>INR 15000-20000 per month (Final decision based on their qualification and experience)</p>
To apply	<p>Please send your application and resume through e-mail at xx@defindia.net. Please mention in the subject line of your e-mail "Application for Field Coordinator". Only short listed applicants will be contacted. Interviews shall be conducted in the New Delhi office only.</p>