



ICRIER Invites Applications for the Post of Policy Communications Officer

Indian Council for Research on International Economic Relations (ICRIER) is looking to hire a full-time Policy Communications Officer to be part of a team that is responsible for formulating and implementing ICRIER's media and communication strategy. We are looking for an experienced professional who will play a crucial role in scaling up ICRIER's outreach across different platforms, including digital platforms.

Qualifications:

Candidates with a Bachelor's degree or Diploma in communications/mass communications, social media management or Bachelor's degree in related fields such as Economics, Public Policy, Political Science preferred.

Experience:

At least five years of experience in Communications, Public Relations, Business Communications, Policy Communications or Journalism and with a well-known organization is a requirement. The candidate is expected to have knowledge of latest social media tools and technologies, writing and verbal skills and demonstrated ability to calibrate communications to resonate with target audiences; abilities to effectively communicate information and ideas in written and video formats; photography, videography and editing skills desirable. Knowledge of working with think tanks and similar organizations preferred, advanced knowledge of economic and tech policy issues is desirable. The selected person will work closely with the Senior Fellow (Communications) and rest of our communication and administration team (including Ad Factors who handle our media and external communications) to accomplish the following:

Job Description:

- Facilitate ICRIER's research dissemination and outreach program to enhance its image as a credible, balanced and innovative policy think tank;
- Work closely with the research teams to distil complex concepts into coherent and easy-to-understand communications material, including regular outreach to press. Draft press releases, blogs, FAQs, tweets, video scripts, and key messages. Brief spokespeople and staff interviews. Identify and proactively present stories to highlight ICRIER/IPCID's work.
- Assist in the preparation of ICRIER's monthly newsletter, annual report, working paper summaries, and maintain the event calendar;
- Boost the outreach of our events by preparing flyers for the event, media statements, press releases and answering media inquiries, etc.;



- Position ICRIER Prosus Centre for Internet and Digital Economy (IPCIDE) as a premier knowledge hub for digital economy issues by effectively disseminating their activities and publications;
- Handle and boost digital outreach of ICRIER, as well as for IPCIDE, in channels such as Twitter, Facebook, LinkedIn, Instagram, etc., including maintain the website and creating and uploading contents such as infographics, short videos, etc.; and
- Develop and maintain close, productive relationships with key journalists and influencers in tech, policy, and business press

Please send your applications with subject as "Application for the post of Communications Officer" to **Sonia Chopra (schopra@icrier.res.in)** with the following.

1. A cover letter expressing interest in working on this Post and summarising relevant experience (in 500 words)
2. Curriculum Vitae
3. Contact details of 2 referees
4. Work Sample [event flyer, details of existing social media handles managed, or any other relevant sample]

Shortlisted candidates will be contacted for an interview. **Last Date for application: July 15, 2022.**