



NOTIFICATION

NIMHANS is conducting **WALK-IN-INTERVIEW cum WRITTEN TEST on 12.04.2019 at 10.00 AM** to fill up the post of **IEC & Documentation** on contract basis for the GOK funded project entitled “Developing & Implementation in integrated mental health promotion services for youth through district empowerment centres in Karnataka” under Dr. Pradeep B.S, Additional Professor of Epidemiology & Principal Investigator.

The desirous candidates who fulfill the eligibility criteria mentioned below are advised to appear straight away before the interview Board at the venue mentioned below, along with their Bio-data and testimonials in original as well as set of photo-copies.

Number of Posts	One (01)
Duration	6 months
Salary	₹30,000/- (consolidated) per month
Maximum age limit	45 years (maximum)

Qualifications:

- Post Graduate Degree/ Diploma in Mass Communication/ Business Administration/ Rural Management/Psychology/Public Health/ Social Work or Rural Development from a recognized institute with experience in Advertising / Media Industry and/or experience in Social Media Communication or in a similar capacity and role in Developmental Social Sector Project/s preferred
- S/he should have strong communication skills and knowledge of working with MS office, word, power point presentations, coral draw and other softwares used in designing and animations. Proficiency in writing, reading and speaking in both Kannada and English is mandatory
- Candidates with an experience in developing strategies to build beneficiary need based contents and provide inputs towards streamlining communication requirements of the project would be preferred.

Nature of work: The incumbent will be responsible for the entire Information Education and Communication component under Yuva Spandana and his/er major duties and responsibilities will include the following:

- As part of the IEC team for a state level project, s/he would be primarily responsible for developing and implementing communication strategies across the project
- S/he will be responsible for developing and disseminating state and district specific IEC materials
- Develop the concepts and designs of campaign materials as necessary
- Develop Newsletter/Case studies/ documentation of best practices/ learnings
- Development of periodic Situation Analyses/ Issue Briefs/ Theme Papers/ Periodic News letters / Brochures/ Banners etc on work done
- Preparation of IEC components of training modules/ training materials/ training calendar at State/ District and Block level
- Prepare monthly, quarterly and yearly IEC plan of action and activity calendar at state and district level
- Assist program team in developing guidelines, manuals and technical notes on Programme Communication for all activities under program Yuva Spandana
- Coordinate dissemination of available IEC materials to all districts
- Partnership with IEC agencies (expert institutions, CSR activities etc.) developed and formed for IEC Campaigns
- Assist project team in organizing review meetings, seminars, workshops on communication for different target groups and stake holders
- Work also involves project related travel within the state of Karnataka
- Any other duties and responsibilities that may be assigned by PI as part of official requirements.

Venue - Committee Room, Administrative Block, NIMHANS, Bengaluru-29

Date & Time of Walk-in-interview – 12.04.2019 at 10.00 AM

Note: The candidates are required to register their names between 9.30 AM to 10.00 AM

**Sd/-
REGISTRAR**