

Communication Officer

Job Description

- **Excellent content writing skills are essential**
- Provide necessary support in developing various marketing collaterals, reports, documents, designing and printing of internal publications, posters, presentations, films etc. for various occasions/meetings.
- Strategic direction for conceptualisation and content creation for Internal & External Monthly Newsletters
- Manage the internal communications effectively.
- Identify stories and issues that best highlight IPE Global's Actions.
- Basic Design knowledge to create in-house newsletter, one-pagers flyers, e-mail campaigns, info-graphics, Posters, etc. would be preferred.
- Manage and Review all corporate websites on a daily basis and take all necessary steps to ensure that the content remains informative, accurate and up-to-date.
- Organise logistics for press conferences, roundtables, trainings, workshops /interviews and other media/visibility events organised by IPE Global or with Partner organizations.
- Ability to write, edit and proofread content various communications materials like brochures, flyers etc.
- Ability to convey information clearly and concisely to others
- Personal initiative and dynamism; ability to work both independently and in a team, with the ability to set priorities, and work to tight deadlines

Education & Training

- Formal Education Advanced University Degree (preferably Masters) in the field of Mass communication/journalism
- Masters /Graduation in English is preferable

Would prefer someone with

- Minimum of 3-4 years' experience professional experience in communications, copy writing and copy editing.
- Editorial experience / experience in writing copy and press releases (work samples may be requested)
- **Further Knowledge**
- Proven writing and journalism experience. Analytical and conceptual thinking and ability to express in clear, crisp language.
- Experience in working in development issues
- Good communication skills, a willingness to cooperate, strategic approach