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| **JOB DESCRIPTION** |

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| **Job Title: Communications Officer, Design** | **Expected Salary Band: 60,000 – 90,000 Indian Rupees** |
| **Job Location: India** | **Contract: 1 year, fixed-term** |
| **Reports to: Head of Communications** | **Responsible for: No direct reports** |

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| **JOB PURPOSE:** Briefly describe the overall purpose **or** function of the job |
| To support, build and deliver IAPB's communication needs with a focus on design, video and web technologies. |

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| **MAIN ACCOUNTABILITIES:** | |
| 1 | Help support and contribute to designing graphic content for social media tiles, including short animations. |
| 2 | Build accessible reports, internal documents, PPT slide-decks and proposal documents in IAPB colours to spec. |
| 3 | Take pre-designed templates and use them to populate individual, custom pieces for website and social media |
| 4 | Help edit videos, webinar videos both for promotional and informational services |
| 5 | Help edit video for Instagram or Periscope, with graphic inputs |
| 4 | To support with WordPress and back-end support for content and graphic addition |
| 5 | To support communications needs around major IAPB events and other significant global and regional meetings. |

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| **JOBHOLDER ENTRY REQUIREMENTS: *In a series of brief statements identify the essential knowledge, skills and behaviours required.*** |
| **Knowledge (Education & Related Experience):**   * 2-3 years’ experience of communications work; preferably in the health development sector. * 2-3 years technical experience and strong functional knowledge of PhotoShop and Adobe Creative Suite, including Adobe Aftereffects and Premiere. * Good, demonstrable portfolio of design and video-editing. |
| **Skills (Special Training or Competence):**   * Masters or relevant degree in Communications and Design, with good grades. * Excellent written and verbal communication skills. * Strong skills in Adobe Creative Suite * Good team skills |
| **Key Behaviours:**   * Excellent interpersonal skills. * Cultural sensitivity and awareness * Ability to use initiative, work without daily supervision and make decisions * Ability to network and promote collaborative working relationships * Ability and willingness to learn new things patiently * Ability to plan and document work. * Attention to detail. |

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| **OTHER COMMENTS** |
| Date as of: 1 Oct 2021 |