



Empowering Communities Transforming Lives

Domain Expert (Communication & MIS)


Integrated Development Foundation (IDF)

Location: Patna, Bihar

Job id : 229006

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Apply

 Apply by: 15 Oct 2023

Relevant Sectors

Communications, IT, Media, Knowledge Management, Editor

Fundraising, Business Development, Grants Writer

Integrated Development Foundation (IDF), a professionally managed development organization operating in states of Bihar and Jharkhand, has been working for the empowerment of deprived communities for the last three decades. It has been working on different thematic issues including Livelihoods, Agriculture, Quality Education Adolescent's issues, Individual and Community Health, Water & Sanitation, Childs Rights & Care and DRR & Natural Resource Management. Equity and inclusion have been integral to all its development efforts and thematic interventions. For more information about IDF visit us at www.idfngo.org

The person will be entrusted with the responsibility of developing and implementing an Online Management Information System, promoting endeavours and achievements of the organisation through different Social Media platforms and regularly maintaining and updating the organisation's Website. The position requires developing and implementing standardized MIS procedures across project applications. It also entails the ability to document processes and achievements and translate information and data into a tangible document. Field visits to be implementation area would also be required for better monitoring and execution of MIS. The person would work closely with IT professionals to develop and implement new software applications, maintain existing systems and also plan long-term technology needs of the organisation.

Qualification & Experience:

- Post Graduate/Bachelor's Degree in Journalism/Mass Communication/Public Relations/Strategic Communications/Development Management/ Social work & community Development or equivalent
- Minimum 3 years' experience of working in Media management/content management /M&E, / MIS/ PR or as a Documentation expert in the social sector
- Demonstrated Experience with all types of social media (Facebook, Twitter, Instagram, LinkedIn)
- Good working knowledge of Microsoft Office, Photoshop, CorelDRAW and Web Content Management Systems experience
- Good data analysis skills and knowledge of data analysis software
- Excellent written and verbal communication skills and documentation in English & Hindi
- Adept in interpersonal communication and leading the team

Remuneration: CTC Rs 50000-55000 PM

The candidate will be stationed at Patna and work from IDF head office at Patna from where he/she will visit the project areas and execute the system and orient the team.

Interested candidates need to send a Cover Letter and recent CV (*must be Containing, present & permanent address, DOB, work experience, sectoral expertise and recent personal status*) to the Email ID: idfapply@gmail.com

Important Notes:

Those who have applied earlier for any positions in last 4 months need not to apply again, if required, the potential candidates would be called again on the basis of previous application.

Please mention your "Place (from you belongs to) along with position applied" in the **Subject matter of your email**. (like: Sarita Kumari from Ranchi, Domain Expert, Communication & MIS).

Job Email id: [idfapply\(at\)gmail.com](mailto:idfapply(at)gmail.com)

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