



STEP UP TO TRANSFORM

Position: **Public Policy
Documentation & Communication
Specialist**
Location: **Raipur, Chhattisgarh**

Join our *young high impact community*

Working at TRI

TRI (www.trif.in) is India's leading organisation focused on multifaceted development in rural India encompassing health, education, economic development and governance, providing tangible improvements in the quality of life. TRI works closely developing and implementing solutions with rural communities, government at different levels and businesses.

TRI deeply values diversity, drawing professionals from various backgrounds and disciplines fostering inclusive and enriching workplace culture. Work at TRI offers opportunities for professional development providing each colleague support to enhance their skills and career trajectories. TRI provides a platform to contribute meaningfully to societal change while aligning with one's career goals.

Aspirant to Staff Position in TRI

An aspirant to the TRI-family, is a person passionate to change the status-quo with relevant skill sets to impact at scale. She understands and respects the diverse cultural context of India and displays sensitivity towards the socio-economic and culture realities of the communities TRI works with. She possesses required technical proficiency, skills and influencing abilities that are central to the role. Agility and adaptability in challenging conditions and a strong aptitude to work collaboratively in teams and with diverse stakeholders is required.





Job Overview

One of our ambitious projects is executing a range of solutions aimed at augmenting access to water, improving water governance, and optimizing water usage for rural communities in India.

Key responsibilities while indicative and not exhaustive, include:

- Documenting project activities for accurate and reliable data collection
- Creating high-quality written content for internal and external communications
- Managing information resources including project documents and multimedia materials.
- Assisting in developing and implementing communication strategies.
- Monitoring and evaluating communication activities for impact assessment.
- Providing training and support on communication techniques and tools.
- Ensuring compliance with branding guidelines and quality standards.

- Additional activities as required by the organization:
 - Creating policy notes/briefs on various thematic issues
 - Developing proposals, case studies, best practices documentation, etc.
 - Codification of ground processes in TRI geographies for replication in other areas.

You're a Great Fit If You:

- Have a Bachelor's degree in Public Relations, Public Policy, or a related field.
- Possess a minimum of 5 years of relevant work experience. Experience working in development/social sectors including government agencies with multiple offices will be preferred.
- Exhibit good communication skills, both verbal and written.
- Are proficient in documenting projects, including collecting and analyzing data, conducting interviews, and reporting.
- Are enthusiastic about embarking on a project with an open duration, initially set for 2 years.



How to Apply?

To apply, kindly click on the link www.trif.in/careers

The deadline for submission of application is 26 Nov 2024. Since selection decisions will be made on a rolling basis, interested candidates are encouraged to apply at the earliest.

As an organization committed to equity and inclusivity, we prioritize creating opportunities for individuals from marginalized communities, including those who identify based on caste, gender identity, sexual orientation, race, ethnicity, disability, socioeconomic status, and religious affiliation. We also proactively encourage women who have taken career breaks for lifecycle needs to apply.

Thank you for your valuable time and
showing your interest in working with us!

