

**POSITION : Documentation Consultant**

DURATION : 2 years

LAST DATE FOR SUBMISSION OF APPLICATION: 9<sup>th</sup> February 2018**Background :**

The 'Swachh Bharat Mission (Gramin)' (SSBM(G)) programme was launched by the Ministry of Drinking Water and Rural Sanitation (MoDWS), Government of India (GoI) on 2nd October 2014 to achieve a clean India by 2019. Accordingly, the Government of Telangana (GoTS) initiated "Swachh Telangana" to emphasize on providing sanitation facilities to rural community and to achieve clean Telangana by 2019. Hence, the State Government has given paramount importance for construction of Individual household Latrines (IHHLs) to ensure privacy and safety of women. As part of technical support to the program, Unicef is extending manpower support for 2 years i.e., 2018 & 2019.

Unicef supported, Project Monitoring Unit of the SSBM(G) is located in the O/o the Engineer-in-Chief, RWS&S and is headed by the Project Director, SSBM (G) & Commissioner, PR & RD, Government of Telangana. The PMU day to day functions headed by the PD, SSBM(G) as per the powers delegated by the Mission Director, SSBM(G) & Chief Secretary, GoTS from time to time.

**Purpose of Assignment:**

Telangana State has 30 districts where SSBM(G) is being implemented. While 10 districts have already declared ODF, 10 are on the verge of declaration and the other 10 would follow. The state aims to declare its ODF status by Oct 2, 2018. In the process, there have been numerous success stories, best practices, initiatives, campaigns that are notable. This needs to be recorded and data must be maintained. The Documentation Consultant is required to monitor and evaluate and produce valid documents for the same and maintain Social Media accounts. Key responsibilities of the position is as follows:

1. Maintain State Accounts in Social Media - Facebook, Twitter, Instagram.
2. Create and publish posts and articles on SBM(G) activities, success stories etc., as and when required.
3. Create Social and Digital Media Campaigns on all special occasions.
4. Coordinate with key stake holders and guide them in developing appropriate and time-relevant IEC (posters, songs, videos etc) for the scheme.
5. Develop documents as per required formats for the scheme.
6. Utilize various software and authoring tools to produce technical publications.
7. Liaisoning with Government of India on documentation and reporting.
8. Any other tasks assigned by the Project Director, SSBM(G).
9. Conduct peer edits and assist in further developing documentation styles and standards along with information architecture.
10. Create content style guide, managing templates for various types of content, and ensuring that all subject matter experts create content according to the style guide requirements.

**Duty Station:**

Hyderabad, Telangana

**Supervisor:**

The Project Director, State Swachh Bharat Mission (Gramin) & Commissioner, PR & RD, Government of Telangana.

**Official travel involved:**

Travel to the districts and villages across Telangana as required by the supervisor or as per the work assigned.

**Qualifications and experience requirements:**

The candidate must be ideally a graduate with relevant experience of at least 5 years in Print/Electronic/Social Media

- Excellent written and oral communication skills in English and Telugu
- Well experience in Media Functions.
- Analytical and documentation skills
- Willing to travel extensively
- Ability to work with government at various levels
- Ability to work with minimum supervision and meeting timelines
- Good knowledge of Social Media

**Application Procedures :**

1. Qualified female/male candidates are requested to please indicate their ability and availability to undertake the terms of reference above.
2. We request you to please inform us where you have seen this advertisement
3. **Your application should be sent to [swsm.telangana@gmail.com](mailto:swsm.telangana@gmail.com) by 9<sup>th</sup> February, 2018 with the subject line “State Social Media and Documentation – 1 position” in separate files consisting of :**
  - a) An application letter
  - b) Comprehensive CV
  - c) Samples/links to previous work assignments
4. Only short-listed candidates will be contacted
5. The salary will commensurate with qualification and experience
6. Any attempt to unduly influence the selection process will lead to automatic disqualification of the applicant.
7. Please note, no fee will be charged during any stage of the application process