

State Swachh Bharat Mission (Gramin), Telangana

Terms of References

Position: Documentation Consultant

Duration: One Year

Job Chart of Documentation Consultant:

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.

Supervision: The Project Director, SSBM(G), Hyderabad, Telangana

Qualification:

- Graduation – Preferably professional course.
- Candidate need to possess excellent written and verbal communication skills. Proficiently in English and Computer skills is mandatory. Knowledge in Project Management skills will be advantage.

Application procedures:

1. Applicants deserving may send resume to the office mail id pdssbmg.telangana@gmail.com on or before by 3.00 PM on 27.01.2022
2. Only short-listed candidates will be contacted.
3. The Salary will be commensurate with Qualification and Experience.
4. Any attempt to unduly influence the selection process will lead to automatic disqualification of the applicant.
5. Please note, no fee will be charged during any stage of the applicant process.

Selection process and key dates:

1. Last date to submit applications: 27/01/2022
2. Short listed candidates announcement: 27/01/2022 at 4.00 PM
3. Interview with a panel: 4.00 PM on 27/01/2022
4. Announcement of results: -

Sd/-

**Project Director SSBM(G) and
Commissioner PR&RD, Hyderabad.**