

**Position: Documentation and Communication Officer**  
**Position - 2 ( 1 Senior and 1 Junior Level)**  
**Location: New Delhi and Ahmednagar, Maharashtra**  
**Last Date: May 30, 2022**

**Action for Food Production (AFPRO)** is a socio-technical not for profit Organization working for the development of rural poor through effective natural resource management solutions. It is an “Organization of National Importance” duly notified by Government of India.

**Mission Statement:** AFPRO dedicates itself for alleviating rural poverty, through partnerships, networking and collaborations with like-minded Institutions, with a focus on enabling the marginalized and weaker sections of the Society.

**Our Domain Areas:** Water, Sanitation, Watershed Management, Climate Resilient Sustainable Agriculture, Livelihood Diversification, and Climate Change for effective management of natural resources.

AFPRO having its Head Office at New Delhi requires personnel for the position **Documentation and Communication Officer** with following requirements:

**Qualification:** Masters or equivalent in Mass Communication / Journalism or post graduate in English literature or Development Communication with relevant experience in development sector.

**Age:** 35– 45 years

**Experience:** The above position requires minimum 5 – 10 years of experience in documentation and communication with a special focus on developing communication strategies for programmes in development sector.

**Compensation:** Attractive remuneration based on qualification and experience.

**Key Responsibilities:**

The position is to articulate and disseminate AFPRO’s objectives through identifying different communication channels within and outside the organization so as to gain visibility of the organization across stakeholders, civil society and media.

- Effective documentation of success stories, program achievements, learnings and case studies
- To be active in social media to promote AFPRO and its programmes
- Support AFPRO’s programme team with media outreach
- Editing and writing of AFPRO’s publications, annual report, power point presentations and manuals, awards and recognition, case studies, posters etc.

- Networking with media related organisations for media coverage of good practices
- Contributing to keep AFPRO website up to date
- Develop communication material for projects and trainings

**Additional skills:**

- The applicant must be mature with good public relations, team building, resilient and motivated. Ability to meet deadlines.
- Good communication and presentation skills both in English and Hindi
- Excellent IT skills including basic as well as advance computer skills.
- Liaison with funding agencies, NGOs, community organizations and Resources Organizations – build and strengthen relationships
- Documentation for knowledge sharing, visibility enhancement of the organization.
- Self-motivated with a strong ability and drive independently with minimal supervision.
- Should be able to take leadership role in bringing innovative approach

**The above position requires travel to our project areas as and when required.**

Please send your profile/resume, current salary, expected salary and application to the Executive Director, Action for Food Production, 25/1A Institutional Area, D Block Janakpuri, Pankha Road, New Delhi – 110058 or mail to [jobs@afpro.org](mailto:jobs@afpro.org) and copy marked to [ed@afpro.org](mailto:ed@afpro.org), Ph: 011-28525412, For details please visit website: [www.afpro.org](http://www.afpro.org)

**Please apply by May 30, 2022.**