



Job Description: Project Officer
Location : New Delhi, India

Project Officer's role is to successfully support day to day activities that are carried out to support Global March Against Child Labour (Global March)'s mission that contribute to long-term operational excellence. The aim of the Global March's Project Officer is to have a basic research and strong documentation and communication skills (internal and external) and analytical mind to understand and support the smooth operational systems within Global March in ensuring that the policy research, advocacy, campaigns/initiatives and communications reaches a bigger and more diverse audience and the organisation is able to engage in key policy debates, link different perspectives and build new relationships.

Specific Duties

Research, Documentation & Communications:

1. Developing a repertoire of evidence-based researches on child labour, child trafficking and education to support projects, advocacy and campaigns.
2. Drafting/documenting projects progress reports, reports of programmes/ events/meetings.
3. Producing annual reports, newsletters, mass mailers and other communications to inform the members, stakeholders and donors of Global March.
4. Updating website from time to time.
5. Handling social media pages of the organisation by updating it with news, events, graphics, info-graphics etc. on regular basis.
6. Monitoring and reporting regularly on media and electronic coverage, including media liaison and social media updates.
7. Making factsheets, press releases and gathering up to date information on the issue of child labour, trafficking and education.
8. Streamlining, managing and updating existing database and information banks.

Projects, Advocacy & Campaigns:

1. Supporting the projects, advocacy/campaign activities with other colleagues, including coordination with members and partners for communication and media outreach.



objective of the Global March.

Others:

1. Participating in any other activities (events, workshops, conferences) that may be required to be undertaken to fulfil the objectives of the organisation as per directions and guidelines of supervisor and management.

Requirements

1. A post-graduate from a recognised University and prior work experience (minimum 1 year) is a must. Experience in NGO sector/child rights/education/gender/human rights and private sector, is preferred.
2. Excellent writing, presentation and communication skills in English.
3. Fluency in English is a must. Proficiency in Hindi/Spanish/French is a value-add (though not a must).
4. Positive attitude, good at multitasking and organisational ability.
5. Coherent and logical thinking.
6. Quick learner and ability to adapt as per context.
7. Creativity and a self-starter would be an added advantage.

To apply : Send your most recent CV (with 2 references) and a writing sample (original piece, 3 page max) to info@globalmarch.org with “Application for role of Project Officer” in the subject line, latest by 25th February 2020.