

JOB DESCRIPTION

Consultant - Education cum Communication Cell in TAI Delhi Office on contractual basis.

NUMBER OF VACANCIES: Junior Consultant-2; Senior Consultant (part time) -1

Essential Qualification	<ol style="list-style-type: none">i. Graduate degree in journalism, public relations, mass communication or relevant field.ii. Proficient command of English and Hindi.iii. Working knowledge of MS Office; knowledge of photo and video-editing software.iv. Excellent communication (oral and written) and presentation skills.
Desirable qualifications	<ol style="list-style-type: none">i. MBA in any disciplineii. Proven experience as communications specialist in healthcare sectoriii. Additionally, experience in web design and content productioniv. Experience in copywriting and editingv. Understanding of project management principlesvi. Outstanding organizational and planning abilities
Duties to be performed	<ul style="list-style-type: none">• Develop effective corporate communication strategies for TAI for use of mass media• Manage internal communications (journal/newsletters etc.)• Draft content (e.g. press releases) for mass media or company website• Organize initiatives and plan events or press conferences• Liaise with media and handle requests for interviews, statements etc.• Foster relationships with NGOs and key persons in health care• To produce copy for Press /Social media advertisements or articles/blogs for website• Perform “damage control” in cases of bad publicity• Facilitate the resolution of disputes with the public or external vendors• Assist in communication of strategies or messages from senior leadership.
Age	Junior Consultant: The candidate should be around 20 years of age as on 1.7.2024.

	Senior Consultant: Retired officials from the Govt./ PSUs/NGOs can also apply.
Experience	Senior Consultant: 15 years of experience in journalism, public relations / mass communication in an organization of repute. Work in NGO, Government sector will be preferred.
Remuneration	Junior Consultant: Consolidated Rs. 15,000/- (negotiable). Senior Consultant (part time) : on per diem rates