

Centre for Budget and Policy Studies (CBPS), Bangalore is hiring a Media and Archiving assistant. This position is being offered for any person who has experience in and an understanding of media relations (especially social media), and archiving research material. The position is full-time for a period of one-year.

**NATURE & SCOPE OF WORK:**

The person will assist the Communication and Information Manager in maintaining websites maintained by CBPS, managing the social media accounts, as well as archiving of research material of the organisation. The archival responsibilities will pertain to both primary data and secondary data collected for various projects in the organisation. The person will also assist the organisation in looking for relevant call for proposals.

**QUALIFICATIONS:**

- Undergraduate in mass communications/ journalism
- Some experience in Archiving.
- Added advantage: Knowing Wordpress

**KEY DELIVERABLES:**

**Deliverables for the Assistant for media and archiving for Centre for Budget and Policy Studies, Bangalore:**

Sl. No.	Deliverables
1	Assisting in the uploading of content to the website; Assisting in the uploading of content in CBPS social media networks
2	Archiving the data and materials of the institution, and maintaining a database of the archived materials.
3	Updating and maintaining the database of organizational networks.
4	Managing the blogs on the website
5	Search for calls and proposals for relevant research projects.

**PERIOD:** The period of the contract will be from December 2017 to December 2018 (1 year).