

CBPS is looking for a Communications Officer

[Centre for Budget and Policy Studies \(CBPS\)](#) is an independent, non-partisan, research institute based in Bangalore, India. Our vision is creation and sharing of knowledge for an empowered, equitable, just and democratic society. We work towards our vision through: (a) Research and evaluation in the areas of policy, budget, governance, and public service delivery; (b) Evidence based policy advocacy and (c) Dissemination of research findings through a variety of approaches.

We are currently looking for a **Communications Officer** who can help us develop and implement a comprehensive communications plan that can support our organisational goals with respect to research and advocacy.

Roles and responsibilities:

- Working with the organisation to assess needs, set goals, and develop strategies for communicating research and advocacy outputs
- Coordinate with the policy and research teams to develop communication channels and materials for different stakeholders
- Develop media outputs such as policy briefs, success stories, field stories, videos, photos and other media content for greater awareness
- Work closely with the research team to develop and implement an editorial calendar for regular content that can communicate research findings and policy recommendations
- Planning and creating social media messaging, press invites, press statements or articles to support current research activities, and securing coverage in regional, national or international media.
- Help in managing online content, including organisation's website, social media and third-party website listings.
- Manage the publication and promotion of research and advocacy outputs of the organisation
- Maintaining day-today internal and external communication channels including social media channels

Requirements and preferred qualifications

- Master's Degree with at least 3 years of experience, or Bachelor's degree with 5 years of experience in mass communications, marketing, development, public policy, or journalism or any other relevant field.
- A basic understanding of the policy landscape of the country; and a basic knowledge and understanding of social data, both in qualitative and quantitative terms.
- Some prior experience in non-profit research sector; experience of developing communication outputs based on research data and evidence preferred.
- Excellent communication skills, both written and oral, able to express complex technical issues in plain language
- Familiarity with social media platforms, and audiences for research and policy
- Familiarity with design and editing software.

The remuneration will be comparable with the academic/ civil society based research organisations, and commensurate with the individual's qualification / experience. Interested individuals should submit their latest resume (MS Word format) with two references and two samples of their work to mrinalika@cbps.in. Queries can be directed to Mrinalika R Pandit at 080-26560735 between 10 a.m. and 6 p.m. Monday to Friday.