



### **About The Institute:**

The Shastri Indo-Canadian Institute is a bi-national educational organization with approx. 110 member institutions of higher learning throughout India and Canada. The Institute's programmes are mainly for the benefits of its member institutions. We operate broadly in two major directions; firstly by supporting academic & research programmes in terms of different fellowships, internships and mobility programmes and secondly, as a bi-national network of leading academic institutions in generating and facilitating linkages and research collaborations.

To know more about us, please visit our website- [www.shastriinstitute.org](http://www.shastriinstitute.org)

The Institute is seeking a suitable candidate for the position of Programme Officer to join at its office in New Delhi. He/She will be responsible for managing and developing the Institute's programmes and activities and dissemination of programmes across India and Canada. He/She will work closely with the Director.

**Key Job Responsibilities:** Administration of programme activities from proposal stage to reporting and evaluation:

- Preparation and distribution of advertisements Administration of application process according to guidelines (development of applications, formation of peer review committee & adjudication committee; processing of applications, coordination of peer reviews, notification to applicants; arrangements for affiliation, coordinating the awardees travel/accommodation & insurance, and timely disbursement of funds to awardees; provision of any additional support required by awardees; obtaining of reports from awardees and provision of those reports to the relevant committee, liaison with the Canada Office as required for effective operation of the programmes)
- Appropriate procedural and operational documentation and record-keeping
- Management of budgets associated with the programmes
- Provision of information required for quarterly, annual and occasional reports
- Support to the Programme Adjudication committee. Preparation of meeting minutes, supervising travel and accommodation arrangements & general correspondence and other assistance to the committees as required.
- Coordination of activities including seminars, workshops, conferences and other events

- Co-ordination of comprehensive reporting of project activities, results and impact including design and implementation of necessary information gathering and documentation.
- Identification wherever possible of ways to improve project results and increase impact.

#### **QUALIFICATIONS & EXPERIENCE:**

- Master's degree in any discipline, desirable M.Phil/Ph.D
- Work experience of minimum 8 years in a similar organization
- Excellent reporting and documentation skills; fluency in English

#### **CORE COMPETENCIES REQUIRED:**

- Should have excellent analytical and project management skills.
- Should be a team player.
- Open to travel
- Advanced knowledge in Computer skills
- Ability to work in a multi-cultural environment, and establish harmonious and effective working relationships both within and outside the organization.
- Ability to work under pressure and in challenging situations; and take quick and firm decision
  
- Knowledge of French Language is desirable.

#### **HOW TO APPLY:**

Interested applicants are requested to submit a covering letter explaining their suitability for the position, along with an updated resume and current and expected CTO at [vacancy@sici.org.in](mailto:vacancy@sici.org.in) with the title 'Programme Officer' in the subject line. The closing date for applications is 26 November, 2017.

Only shortlisted candidates shall be contacted.



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### **PROGRAMME OFFICER – COMMUNICATIONS & FACILITATION:**

#### **Communications:**

- Executing various communications activities highlighting the stakeholders
- Develop concept notes, ToRs, budgets etc. for special events and academic events like workshops, Conference, workshops, seminars and its coordination
- Prepare detailed reports on events
- Prepare the Programme analysis report and assess the Impact of the Programmes
- Developing and producing organizational publications including newsletters, brochures, website write-ups, annual reports, activity reports, press notes, etc.
- Conceptualization and development of new programmes, initiatives and activities for the institute
- Build relationships with media houses, serve as the point of contact for media requests, prepare press releases and manage press events
- Perform any other duties as may be assigned by the Director

#### **Facilitation Services**

**To facilitate the members of Indian Members Council (IMC) and Canadian Members Council (CMC):**

- Establishing contacts between scholars and institutions of the Institute's member councils- IMC/CMC for academic and research collaborations
- Publication of Research Materials, Proceedings, Documents, Policy papers and Reports
- Providing Administrative and Secretarial support to the members viz. setting up meetings in India and Canada for the member's network and stakeholders visiting India or Canada., Visa services etc.
- Understanding and facilitating the different ways to promote the work of IMC and CMC
- Creating and promoting news of importance through social media for the Institute, stakeholders and members from India and Canada
- Providing orientations (face to face) to Canadian scholars, students, government officials and others, visiting India and Canada
- Any other responsibilities that may be assigned by the Director, India Office

**QUALIFICATIONS, EXPERIENCE AND COMPETENCIES:**

**Qualifications:**

- A master's degree in relevant Communication discipline (Development Communication Studies, Mass communication, English or a related field) or equivalent accreditation or standing. Doctoral degree would be preferred.
- Excellent written and verbal English communication skills and a proven ability to create promotional messages and produce high quality deliverables for a variety of target audiences
- Minimum eight years of experience in similar organization
- Capable of managing communications work on multiple projects simultaneously, independently, and meeting deadlines without sacrificing quality
- Proficiency in the MS Office Suite software applications, including experience with design software and packages, media editing software. Use of multimedia and online technologies will be an added advantage

- Ability to write reports and update websites.
- Knowledge of French Language is desirable.

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