**Title:** Documentation and Communication Specialist

**Scope of Work**

**Key Responsibilities**

**Writing and Results Reporting**

The incumbent writes, edits, and works as part of a fast-paced team to develop and disseminate internal and external communication products and reports about **Access Health**’s initiatives in India. S/he works with all Program Leads & Org. Leadership to help define and describe measurable impact and tell a human story through products that provide an accurate and compelling picture of AHI India’s strategy, portfolio, and achievements. This involves ensuring that these products and reports are submitted within their deadlines and contain the required detail, data, and well-written narratives that are congruent with one another, using correct grammar and formatting.

**Communications, Strategic Planning and Project Management**

1. Proactively supports the State & National Leadership to design and disseminate public information products, write for & coach technical colleagues on effective narrative/documents, provide edits, filter written work for appropriate messages, undertakes content preparation for interacting with existing & potential program collaborators and ensure that **Access Health** communication products meet the highest quality standards.
2. Ensures content and quality control on all print and electronic public information materials – including social media platforms, press releases, website posts, videos, organizational brochures and information packets, briefing books/hand-outs, etc.

c) In close collaboration with Program Lead, Agency/Vendor Communications specialists and other Outreach and Program implementation staff, the incumbent prepares and/or updates the communications strategy, identifying objectives, messages, audiences, and products. The incumbent may oversee the work of graphic designers, writers, photographers and other professionals to carry out assigned tasks. S/he ensures that vendor tasks are completed in a cost effective, high quality and timely manner.

d) With the Leadership’s brief, s/he prepares the annual communications work plan and related budget prior to or at the start of every budget period / program initiation. S/he will draft scopes of work (SOWs) and other procurement related documents that support outreach events and production of outreach material.

e) S/he advises Program Leads on messaging & program image development and communication performance tracking with relevance and helps drive the messaging rigor consistently along the entire program lifecycle with necessary maneuvers & fine-tuning at critical program junctures.

**Events and Partner / Collaborator Links**

The incumbent supports activities to present AHI programs to Program Stakeholders including high-profile govt. dignitaries& technical audiences of administrative & other professionals. This may include a range of communications tools and distribution to a variety of audiences. The incumbent oversees the production of briefing materials and troubleshooting during such events across varied delivery platforms. S/he ensures that all event information (Invitation content, scheduling memos, briefing memos, scene setters, talking points, speeches, etc.) & logistics have been planned &prepared, meeting quality standards and time requirements, for program events that may involve participation of distinguished Institutional

**Location:** Delhi

**Reports To:** Director, Programs

**Grading Level:** M2

**Compensation**

A monthly compensation of INR 150,000 subject to deduction of TDS as per Income Tax Act Rates will be paid to the consultant. All Project related expenses would be reimbursed, as agreed upfront. Any revision to the compensation above will be after due mutual discussion and written intimation.

**Term**

This engagement shall commence upon execution of this Agreement. The Agreement shall continue in full force and is effect from **May 01, 2023** to **April 30, 2024** and is extendable based on the review of Consultant’s performance by the Foundation and mutual concurrence on revised terms of engagement.