



Established 1978

## Current Vacancy Announcement

<b>Job Title:</b>	Jr. Communication Officer
<b>Organization:</b>	Parivar Seva Sanstha
<b>Location of Posting:</b>	Defence Colony, Delhi
<b>Salary:</b>	Rs. 2.5 – 3.5 LPA
<b>Last Date to Apply:</b>	16.06.2023

### About Parivar Seva Sanstha

Parivar Seva Sanstha, a professionally managed national level non-governmental not for profit company, has been working in the field of Sexual & Reproductive Health (SRH) since 1978. It provides a range of quality, affordable reproductive health services and products in 14 states in India. Our goal is prevention of unwanted and unplanned births. We require personnel for a new project with pharmacists in Rajasthan, Haryana & Karnataka.

### The Project

The aim of the project is to enhance use of modern reversible contraceptives in the project states by sensitizing/ training pharmacists and drug stores personnel using a combination of physical and online / virtual trainings and empowering them to offer choice of contraceptives with focus on condoms, oral contraceptive pills, injectables and emergency contraceptives to their customers both through social marketing of contraceptives as well as commercial marketing. And also refer women to Parivar Seva's Stree Clinics for follow up as well as quality clinical birth prevention services such as IUDs, sterilization and abortions. Training of Pharmacists would be backed by promotional campaign covering IPC, mass media and digital marketing.

### **Job Summary :**

#### **A : Clinics : SMR working & Field related work**

- Assist in planning & coordinating, reviewing field activities
- SMR performance reviews, analysis and recommendations
- Support in preparing promotional budgets and quarterly reviewing activities & budget
- Keeping data or sources of referrals, its analysis and submission of reports with observations
- Tally performance of clinics with the planning & training

#### **B : Coordination and assistance**

- Matching performances in clinics with the pharmacy training project
- To provide support in handling of websites & managing social media channels

**C: Provide support in handling advertising & marketing work**

- Promotion : Carry out well arranged plan to coordinate with agencies or with PSS units
- To provide support in promotion mainly in proofreading/ content/ translations of the artwork assigned to them in coordination with concerned divisions
- Coordination & support in preparing the promotional budgets

**D :** Any other work assigned from time to time

**Desired Profile of the Candidate :**

<b>Educational Qualification</b>	<ul style="list-style-type: none"><li>• Bachelors in Communication, Marketing or related Field</li></ul>
<b>Work Experience</b>	<ul style="list-style-type: none"><li>• 2 years of experience in communication or marketing role</li><li>• Preferable from sales &amp; marketing background, marketing, promotions, event or project management</li></ul>
<b>Skill</b>	<ul style="list-style-type: none"><li>• Excellent organizational, coordination &amp; analytic skills</li><li>• Good interpersonal and communication skills</li><li>• Proficiency in MS Office Suite essential</li><li>• Ability to multitask</li><li>• Above average knowledge of various social media platforms, including Instagram, Twitter and Facebook</li></ul>

**How to Apply:**

**Interested candidates can send your resumes to mentioned email id latest by 16<sup>th</sup> June 2023. Please mention the position “**Jr. Communication Officer**” in the subject line of your e-mail.**

***For more info, please contact undersigned***

**Contact Details:**

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**Mobile No.:**

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