

## **Associate - Communications**

### **About us**

India Health Fund (IHF) is a collaborative initiative of the Tata Trusts and The Global Fund to leverage the power of collective impact and catalyse India's fight against infectious diseases. IHF was conceived to accelerate India's progress towards the elimination of infectious diseases in line with the objectives of the Government of India and UN Sustainable Development Goals (SDGs), by supporting the development of breakthrough solutions which help accelerate eradication of these diseases as well as aggregate funds and deploy resources to finance the development of these solutions to enable better outcomes in diagnosis, treatment, control and monitoring of infectious diseases. Key collaborators of the IHF include central and state government agencies, philanthropists, civil society organisations, incubators, start-ups, knowledge institutions, technical partners, business leaders, corporations. For more information about the organization, please visit <http://www.indiahealthfund.org/>

### **Role Details**

Role	Associate-Communications
Experience	2-5 years
Job Location	Mumbai
Reporting to	Sr. Manager, Communications

### **Key Responsibilities**

#### **Content creation**

- Create 2-3 data backed articles per month related to organization's work (blogs, op-eds, project impact reports, interviews, Q&A articles etc.)
- Support the creation of new content formats (podcasts for instance).
- Develop content for IHF's quarterly newsletter

#### **Social media**

- Support the execution of IHF's social media strategy with support from external digital agency.

#### **Event management**

- Support IHF in organizing events.

#### **Other responsibilities**

- Support the comms lead in implementation of the organization's Comms strategy.
- Be open to travel (if required) to document field impact of IHF's projects.
- Support the development of IHF's reports (Interim Report, Annual Report etc.)
- Support with management of agency/freelancer (design, multimedia, writers) relationships, when relevant.
- Undertake any other communications-related duties, as required.

#### **Cross functional support:**

- Support the portfolio team in communications efforts related to present and future projects.

### **Preferred Skills**

- Excellent writing and editing skills in English – focusing on clarity, creativity, brevity, and accuracy.
- Experience in writing different types of outputs (articles, blogs, op-eds, Q&A pieces, interviews etc.)

- Good social media skills – knowledge of and experience with various social media channels. Experience in writing social media content.
- Proactive approach to taking initiative and completing tasks end to end, with guidance from the Comms lead.
- Ability to work independently and seek guidance & support where required.
- Problem solving attitude.
- Ability to deliver with tight deadlines and willingness to take targets.
- Qualitative research and critical thinking skills.
- Good relationship-building skills, externally and internally.
- Experience of working across teams.
- Agility to adapt to changing tasks and shifting timelines.
- Understanding of health & innovation landscape a plus.
- Understanding of issues in infectious diseases and awareness of the global/Indian public health landscape will be a plus.

#### **Experience**

- 2-5 years of relevant work experience is mandatory.
- Experience in social media and digital communications is mandatory.
- Experience in healthcare and/or public health is desirable.
- Experience in organizing events/campaigns is desirable.
- Experience in working for non-profits would be a plus.
- Understanding of the Indian and/or global public health landscape would be a plus.

#### **Qualification**

- Bachelors/ Masters degree in Mass Communication/ Journalism/ Public Health / Sciences or related field is mandatory.
- Master's degree in some aspect of healthcare, public health, sciences, mass comm or other related field will be a plus.

#### **Application Process**

Eligible candidates interested in the position are requested to share at least 3 article samples (blogs/op-eds/articles), an up-to-date resume with details about expected CTC & notice period to [CHATFHR@indiahealthfund.org](mailto:CHATFHR@indiahealthfund.org)

Please Note: Compensation shall be in line with industry standards.