

Communication and Documentation Officer in Wayanad District - Kerala

SEEDS is Non-Government Organization founded in 1994. During the last 25 years, SEEDS has worked for all major disasters that struck India and neighboring countries by supporting in relief operations, doing shelter and school construction, training in school safety program and enhancing capacities of the affected communities in various disaster mitigation processes.

SEEDS is responding to Kerala Floods for relief and shelter rehabilitation. SEEDS team has already been deployed in the Wayanad district

SEEDS is looking for of Communication and Documentation Officer in the Wayanad District

Job Profile: S/he will be working in close coordination with Project Manager, Partner Organisation, Community and various local The Communication and Documentation Officer will collate, document and report on the SEEDS relief and rehabilitation activities

Location: Wayand District

Reporting: She/he shall report to the Project Manager SEEDS' Kerala Floods Operations

Period of the project: Minimum Six months

Job Responsibilities: -

She/he shall ensure that various information pertaining to SEEDS Kerala Floods operations are collated from various sources, documented and reported to SEEDS Head Office

1. Coordinate with various stake holders for information
2. Collect information from various sources including beneficiaries

3. Documentation of activities on field for reporting and record purposes
4. To liaison with SEEDS field team members to source relevant content.
5. Develop reports on various activities carried out in the field by SEEDS team
6. Offers ideas for website updating and key social media platforms regularly
7. To serve as a one-point contact for all communication and documentation related activities for the Kerala Floods programme

Eligibility Criteria

1. Bachelor's degree in Journalism, Mass communications or related field
2. Excellent writing skills in online and offline environments
3. Ability to produce quality communications under significant time pressure
4. Ability to work independently and with the team. Team Player.
5. Attention to detail and ability to prioritise tasks to meet tight deadlines.
6. Excellent written skills in English. (Additional knowledge of Malayalam an advantage)

Desirable Qualifications

1. Prior experience in development sector
2. Interest in photography

Experience – Minimum of 1-2 years of professional experience in journalism communications.

How to Apply:

Candidates with a passion to work in the humanitarian sector and have the above qualifications and skills may apply to varghese@seedsindia.org with the subject "Communication and Documentation Officer in Wayanad- Kerala " mentioning the current and expected salary . Women candidates are encouraged to apply, Visit us at www.seedsindia.org.

