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Introduction

KHPT is a not-for-profit charitable entity that spearheads focused initiatives to improve the health and wellbeing of communities in India. In 2003, KHPT was founded with a mission to enhance the health and wellbeing of vulnerable communities and our journey started with the focus on reducing the prevalence of HIV in Karnataka, specifically among most at-risk populations. These interventions were evidence-driven, systematically planned, rigorously implemented, and monitored. We succeeded in scaling impact well beyond Karnataka and KHPT became a learning site for innovative approaches. We work primarily in the fields of Maternal, Neonatal & Child health (MNCH), Tuberculosis (TB), Adolescent Health (AH), and Comprehensive Primary Health Care (CPHC).

The Sphoorthi adolescents programme is being implemented in the districts of Karnataka. The purpose of this position is to fulfil the communication and documentation requirements of the Adolescent health (AH) thematic area at the district level and work closely with the AH thematic Point of Contact (PoC) from learning platform.

KHPT is seeking application for the following position.

Communication and Documentation Officer

Positions: 3

Location: Koppal-1, Kalburagi-1 & Yadgir-1, Karnataka

Qualification, Skills & Competencies

- Master's degree in international development, communications, journalism, web/graphic design or a combination of skills and experience in these areas.
- More than three years of experience in documentation and knowledge management in Social development sector.
- Field experience of working in the health sector, social sector, rural development and /or education sector, with a focus on marginalized, backward and underprivileged communities with a broad and comprehensive understanding of tuberculosis or other health related and development issues in India
- Willingness to travel across Karnataka
- Excellent knowledge of local language (Kannada to read and write).

Roles and Responsibilities

- Writes, collects and maintains repository of photographs, case studies and project reports.
- Captures and collates project highlights at regular intervals and generate content for dissemination through thematic updates, website, traditional and social media, etc
- Identifies and supports need-based communication initiatives such as IEC campaigns, BCC
- Ensures timely preparation of progress reports in accordance with project and funder

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requirements and organizational standards

- Documentation of best practices, case studies and lessons learnt to enhance knowledge and showcase program successes
- Assist in documenting and developing short videos, animations and films on key RNCTP activities like ACF campaigns
- Works with project lead, and communication lead for the thematic to ensure timely updates and plan for roll-out of communication products.

Reporting

The Communication & Documentation officer will be reporting to the Project Lead- or person designated by him.

Remuneration

The remuneration for the above positions will be fixed in line with internal policies and market standards which will be set based on qualification, relevant experience, budget availability and interview performance

KHPT provides a safe working environment for all its employees; follows the principle of equal opportunity and encourages women applicants to apply. Also, individuals who are physically challenged with the required skills /knowledge and who are willing to travel are also encouraged to apply.

We will be following a systematic selection process to fill this position based on experience, competency, suitability, aptitude to work with our health programmes and in-depth knowledge of thematic areas we work. Only shortlisted candidates will be invited for an interview.

The above position demands excellent communication, interpersonal and computer skills and also involves travel. Preference will be given to candidates who have work experience in the relevant field and local candidates with required experience and skillsets.

How to apply

Interested candidates are requested to apply using the prescribed **KHPT Application Format** with a covering letter and email it to jobs@khpt.org. Candidates can download the format by clicking on '**Application Format**' or visit **our website** to download the format.

The application should reach on or before 1st May 2023

Please note that completed applications in the prescribed format will help us in shortlisting effectively.