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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).

KHPT is seeking application for the following position.

Communication Specialist

Positions: 1

Location: Bangalore, 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 6 years of experience in documentation and knowledge management in Social development sector.
- Good interpersonal communication skills, including reading and writing skills in English and Kannada.
- Undertake field visits to project intervention sites.
- Carry out any other tasks assigned by the Line manager.
- Commitment to quality work by self, by team

Roles and Responsibilities

- Provide comprehensive support to the Breaking the Barriers (BTB) Project Director (PD) and Deputy Project Director (DPD) in crafting project progress reports and donor communications.
- Oversee the adherence to KHPT and USAID branding and marking policies across all project products, conducting thorough reviews and providing supervision throughout the development process to ensure compliance.
- Collaborate closely with the TB project's research team to conceive and develop diverse knowledge products, including but not limited to infographics, fact sheets, research reports, and technical briefs.
- Aid the PD and DPD in drafting concept notes, strategy papers, and proposals for prospective funding opportunities, ensuring alignment with project objectives and donor expectations.
- Assist the research team in authoring publications and scholarly articles, adhering to relevant academic standards and publication guidelines.
- Liaise with project teams to address data deficiencies and incorporate field-level insights into

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knowledge products, enhancing their relevance and effectiveness.

- Facilitate collaboration with KHPT's BTB project partners across operational regions/states to capture best practices and facilitate mutual learning.
- Identify pertinent TB-related dissemination platforms at global, national, and state levels, fostering KHPT's active engagement through resource sharing and participation.
- Work alongside the Manager, Knowledge Transfer to orchestrate cross-learning webinars involving all BTB project stakeholders, fostering knowledge exchange and capacity building.
- Take the lead in coordinating with consultants or consulting agencies for the creation of knowledge products, ensuring adherence to project specifications and quality standards.

Reporting

Communication Specialists will be reporting Deputy Project Director (DPD) – BAA, KHPT, Bangalore

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

Prospective candidates should submit their applications by clicking the "[Apply Online](#)" button next to the relevant vacancy on our current openings page at <https://www.khpt.org/work-with-us/>.

The deadline for submissions is 24th May 2024.