
	SURAT SMART CITY DEVELOPMENT LTD. Office Address: 1 st Floor, Surat Municipal Corporation South Zone Office, Udhna, Surat-394210	
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Purely on Contractual Basis Recruitment Notice

NOTICE: INVITING APPLICATION FROM INDIVIDUAL PROFESSIONALS

Surat Smart City Development Ltd. hereby invites Online Applications from individual professionals for the following position under the 'CITIIS Challenge' purely on contractual basis for 11 months:

Sr. No.	Name of Position	No. of Post
1	Public Engagement & Partnership Officer	01

For further details about the position and to apply online, please visit websites – www.suratmunicipal.gov.in | www.suratsmartcity.com | www.suratiilab.org.

Last date and time for submission of online applications on above mentioned websites is **13th July, 2022 till 5:00 PM.**

SSCDL/ADV/OUT/ No. 05
Date: 05/07/2022

Sd/-
Chief Executive Officer
SSCDL

Job description and details of the post

Position: Public Engagement & Partnership Officer (PEPO)

No. of Post: 01 (One)

Type of Appointment: Contractual appointment for 11 months

Qualification & Experience

- a) Qualification related to Mass Communications, branding & strategy, multi-media or graphic design, and related visibility fields would be desirable.
- b) A minimum 03 Years of practical/project experience in the field Public Engagement/Pubic relation/ Communications.
- c) Ability to draft clearly and concisely, ideas and concepts in written and oral form; specific skills in writing press release and articles/stories for print and electronic media.
- d) Excellent writing and communications skill in English (required) and the regional language(desirable)
- e) Ability to work responsibly and flexibly, take initiative, and generate new ideas.
- f) Willingness to travel as and when required.

Roles & responsibilities

- Work in collaboration with the SPV CEO, E&S Nodal officer, CITIIS Projects In-charge and CITIIS Technical Assistant for developing a stakeholder Engagement Plan.
- Develop a 'Communication and Outreach Plan' for the CITIIS Project on the basis of the stakeholder Engagement Plan.
- Facilitate the deepening of partnership platform and networks across the city, and coordinate advocacy and outreach events to ensure to ensure continues citizen participant, consultation and feedback for the projects undertaken by the SPV
- Conduct outreach activities at regular intervals as per international guidelines such as the world bank strategy framework on citizen Engagement to mobilize key stakeholders of the program including citizen across the socio-economic strata. Documentation and dissemination of these activities shall be a crucial element.
- Liaise with media agencies to ensure coverage of projects activities shall be a crucial element.
- Lead the development of creative knowledge products (IEC material including print & digital brochure, newsletter, video, other user-friendly information, education and communication material) based on requirements targeting different stakeholders with clear dissemination plan. for development of these products, work with relevant design entity to create good infographics to showcase intent, components, project progress and linkages with other aspects of development.
- Plan and manage events fully as required, including hiring of event management agency wherever applicable. Otherwise, activities including agenda & schedule planning, venue & Facilities management, invitations & RSVPs, press coverage

(invitations, RSVPs, press release, interviews, proof- editing, post- coverage touch points), events coordination (including design, Mcing, peripherals, mementoes) & wrap-up, and to prepare event reports with all necessary documentation (photo, video, audio, transcript, summary, etc.)

- Develop relevant content and update the social media, websites, newsletters, press release and any others distribution channels to deliver the projects content and ensure visibility.
- Ensure the brand guidelines of the CITIIS program are met across met across all digital and print communication, including branding of assets built under the CITIIS program.
- Raise awareness within the SPV regarding the importance of citizen participation and promote public engagement across the projects.
- Attend the training and workshops conducted by the CITIIS PMU at NIUA; and provide data/reports to the CITIIS PMU as and when required.
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Type of Appointment

Contractual Appointment (11 months)

Compensation

Rs. 50,000/- to Rs. 60,000/- fixed per month considering the educational qualification/ working experience & performance of the candidate during the personal interview.