

NO: PD/NERLP/2016-17/695/  
**North East Livelihood Promotion Society**  
Ministry of DoNER, Govt. of India,

**Regional Project Management Unit,**  
House No.102, Dilip Huzuri Path,  
G.S. Road, Guwahati-781006,  
Dated:-04.04.2018

**VACANCY ANNOUNCEMENT**

Applications are invited for one post of Assistant Project Manager (Communication) in Regional Project Management Unit, Guwahati on contractual basis for North East Rural Livelihood Project NERLP.

Application in the prescribed format along with self attested copies of certificates, mark sheets and testimonials should reach the Office of the Regional Project Management Unit, North East Rural Livelihood Project, H/No-102, Dilip Huzuri Path, Dispur, Guwahati – 781006. The last of receipt of application is **17<sup>th</sup> April, 2018.**

For further details, please logon to [www.nerlp-development.in/www.nerlp.gov.in](http://www.nerlp-development.in/www.nerlp.gov.in)

**Project Director,**  
NERLP, Guwahati.

## Assistant Project Manager; Communication

### Essential Qualification:

- Should have a post graduate degree from a recognized University/institution, preferably in Mass Communication/Journalism/photography.
- Preference would be given to persons with additional qualifications in computer applications including Photoshop/DTP/web-designing.

### Experiences:

- Should have at least three years working experience in related field.
- For those serving in Central Government/State Government/PSUs/Autonomous Bodies, the application must be routed through proper channel.
- Persons with experience in publication/editing/designing for publications will have added advantage.

### Job Responsibilities:

- Develop plans to implement all aspects of Communication and Documentation by the project.
- Design campaign materials to be published and shared with stakeholders of the project.
- Prepare to publish annually the organization's desk top calendars, diaries, wall calendars and the likes in timely manner.
- Take charge of the publication of the quarterly newsletter and mailing to all sub-offices of NERLP and all stakeholders.
- Prepare suitable communication materials for awareness generation and technology dissemination.
- Organize orientation and communication skill training workshops, for staff teams at different levels.
- Obtain useful resource materials like literature, thematic films, documentaries, posters and other communication software and contextualize such material to the Project and ensure their widespread dissemination across the project areas.
- Build up a resource center of audio-visual, print and electronic media and communication material at the RPMU.
- Take initiative in production of Audio-Visual documentaries on project process and project impacts to share with stakeholders.
- Establish and coordinate the communication network across different units of the Project through information technology for efficient and effective real time dissemination of information.
- Coordinate in website maintenance and updation.
- Coordinate the activities of developing an interactive Website for the Project on the Internet.
- Handling enquiries arising from Website information.
- Perform the functions of a Public Relations Officer of NERLP.
- Any other task that may be assigned that would contribute to realization of Project objectives.

**Remuneration:-**

- Individual appointed on contractual basis will be paid remuneration as under:-

Assistant Project Manager (Communication) **:Rs. 60,000/-per month**  
(Excluding applicable Project Allowances)

**Note : Job responsibilities given are only illustrative**