

Job Title: Consultant, (Communications & Outreach team), CII-ITC CESD

Location: New Delhi

The Confederation of India Industry-ITC Centre of Excellence for Sustainable Development invites applications from interested and committed professionals to join the team in New Delhi.

About CESD

The Centre of Excellence for Sustainable Development, now in its 20th year, drives sustainable, environmental, inclusive and climate-friendly transformation among stakeholders. It is the ecosystem creator for sustainable development in India and builds collaborative initiatives for enhancing actions; designs data-driven digital tools and frameworks for capacity development and advocates for policy reforms to advance responsible business practices.

Education

For this position, candidates should have completed a Bachelor's or Master's degree in Environment / sustainability-related domains. Applicants should have 6-7 years of relevant experience within the sustainability or environmental sectors. This experience should include expertise in content creation, report writing, digital marketing, vendor management and data analytics to track the impact of communication efforts.

Skills

- Strong oral and written communication skills in English with the ability to summarise and communicate insights into briefs, reports and presentations.
- Work well under stringent time constraints in a professional environment.
- Can work effectively in a team while being able to work independently.

Responsibilities / KRA

The Centre is looking for a self-driven individual who is keen to strengthen its engagement efforts with the Government, Industry and other stakeholders. Key deliverables include:

- Developing concept notes, proposals, reports, and research papers, along with conducting research and data analysis.
- Content curation and editing: Curate, compile and edit inputs related to the domain received from CESD colleagues for various publications and newsletters.

- **Social media management:** Create, design, and publish engaging content across social media platforms to enhance the Centre's online presence, focusing on sustainability and environmental awareness.
- **Digital content management:** Coordinate with relevant teams and agencies to regularly update content on the website, ensuring that the information is relevant, accurate, and promotes sustainable practices.
- **Vendor management:** Collaborate with vendors to design promotional materials and collaterals for training, webinars, and events organized by the Centre, maintaining brand consistency and emphasizing environmental sustainability. Manage billing and invoices.

How to apply

- Please send your resume and cover letter to cesd@cii.in. Kindly mention “Application for the position of consultant CESD” in the subject line.
- Confederation of Indian Industry (CII) is an equal opportunity employer.
- Only shortlisted candidates will be notified about the interview date.