



PUDUCHERRY SMART CITY DEVELOPMENT LIMITED

(A Government of Puducherry Undertaking)

No.2, Old Court Building, Bussy street, Puducherry-605001

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No.168/PSCDL/CITIIS/2018

Date: 17.06.2020

**ENGAGEMENT OF PUBLIC ENGAGEMENT & PARTNERSHIPS OFFICER
(1 NO) IN PSCDL UNDER CITIIS PROGRAM ON CONTRACT BASIS**

Applications are invited by the Puducherry Smart City Development Limited for Public Engagement & Partnerships Officer – 1 Post, for a period of 3 years on Contract Basis under CITIIS programme organised by Ministry of Housing & Urban Affairs (MoHUA). The application along with desired Qualification and Roles & Responsibilities may be downloaded from the PSCDL website www.pondicherrysmartcity.in (or) can be had from the office of the PSCDL in the above address. The last date of submission of application to the PSCDL Office by hand or post will be 12.00 hours on 01.07.2020. For any queries, contact: 0413-2224434 during working hours.

**CHIEF EXECUTIVE OFFICER
PSCDL**

PUDUCHERRY SMART CITY DEVELOPMENT LIMITED
No.2, Old Court Building, Bussystreet, Puducherry-605001.

Affix a latest
Photo here

1. Name of the Post applied for :
2. Name :
3. Date of Birth :
4. Address for communication :
5. Contact Number :
6. E-mail id :
7. Educational Qualification :
(Please explain UG/PG/ Ph.D levels)
8. Details of Knowledge in Computer :
9. Brief Particulars of Experience with
Nature of duties performed in terms
of the post applied for :

SI.NO	Name of the Ministry /Dept./Company	Period		Post held	Nature of work
		From	To		

10. Additional information if any, in
support of the suitability of the post :

11. **Expected Monthly Salary at Puducherry**
(Including TA/DA etc.,) (In Rs.) :

Declaration

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle and I shall be made myself available as and when Puducherry Smart City Development Limited calls for my service.

Place:

Signature of Applicant

Date:

PUDUCHERRY SMART CITY DEVELOPMENT LIMITED
No.2, Old Court Building, Bussystreet, Puducherry - 605001.

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Public Engagement & Partnerships officer

Key Qualifications

1. Master's degree or equivalent in Social Sciences / Development studies or other related fields.
2. Practical experience of working in the field of community Work.
3. Experience of mass communication, content writing, multi-media or graphic design, use of social media and other tools for mobilization and information dissemination would be desirable.
4. Ability to draft clearly and concisely, ideas and concepts in written and oral form; specific skills in writing articles / stories for documentation, print and electronic media.
5. Excellent speaking, writing and communication skills in Tamil and English (required).
6. Ability to work responsibly and flexibly, take initiative and generate new ideas.
7. Willingness to travel as and when required.

Roles and Responsibilities

1. Work in collaboration with the SPV CEO, E&S Nodal Officer, CITIIS Project in-charge and CITIIS Technical Assistance for developing a Stakeholder Engagement Plan.
2. Lead community mobilization and participatory activities with various stakeholders with focus on communities from low-income settlements.
3. Develop a 'Communications and Outreach Plan' for the CITIIS project on the basis of the Stakeholder Engagement Plan.
4. Facilitate forging and deepening of partnerships, collaboration among stakeholders in the city to ensure continuous citizen participation, consultation and feedback for the projects undertaken by the SPV.
5. Co-ordinate and conduct outreach and advocacy 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

citizens across the socio-economic strata. Documentation and dissemination of these activities shall be a crucial element.

6. Liaise with media agencies to ensure coverage of project activities, including citizen engagement under the CITIIS program.
7. Support in the development of creative knowledge products (IEC material including print & digital brochure, newsletter, videos, 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.
8. Develop relevant content and update the social media, websites, newsletters, press releases and any other distribution channels to deliver the project content and ensure visibility.
9. Ensure the brand guidelines of the CITIIS program are met across all digital and print communication, including branding of assets built under the CITIIS program.
10. Raise awareness with the SPV regarding the importance of citizen participation and promote public engagement across the projects.
11. Attend the trainings and workshops conducted by the CITIIS PMU at NIUA; and provide data / reports to the CITIIS PMU as and when required.