

Job Framework

Position Title	Advocacy and Communication Executive
Level	VI (Executive) (General)
Reporting To	Manager (Program Operations and communications)
Number of Position	01
Location	Jaipur, Rajasthan

Background

The Organization is a leading Indian Non-Governmental Organization working since 2009 to enable women and girls to exercise their reproductive rights and choice. The Organization is an affiliate of **MSI Reproductive Choices**, a global organization providing personalized contraception and safe abortion services to women and girls across 37 countries. The high-quality services we provide, give a woman the power to choose if and when she has children so that she's free to pursue her plans and dreams for herself and her family. Our mission is **"Your Body, Your Choice, Your Future"**.

The Organization is the No. 1 non-governmental provider of Clinical Family Planning services. We provide quality family planning and safe and legal abortion services to women in need, through multiple channels that comprise of our own clinics, clinical outreach teams and public sector support to Government facilities. We are currently working in the states of Rajasthan, Madhya Pradesh, and Uttar Pradesh in Public Private Partnership with the respective state governments. In 2024, our teams directly provided family planning choices and quality services to over 138,000 clients that delivered a Couple Year Protection (CYP) of over 1.76 million.

The organization also implements advocacy projects to advance sexual and reproductive rights in the country. It currently hosts the secretariat for the **Pratigya Campaign for Gender Equality and Safe Abortion**, a cornerstone in advocating for women's rights to safe and legal abortion services across India. Launched in 2013, Pratigya is a network of over 120 individuals and organisations working towards protecting and advancing women's rights and their access to safe abortion care in India, working with governments, organisations and media at the national and state levels.

It is a role requirement that the job holder must fully comply with, promote, and live **The Organization's CORE VALUES**.

Mission driven	Client Centered	Accountable	Courageous	Resilient	Inclusive
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We recruit talented, dynamic individuals with diverse backgrounds who share our mission and are focused on delivering measurable results. It's important that our team members truly resonate with our values and demonstrate them consistently, in all that they do. As an equal-opportunity employer, we are committed to fostering an inclusive workplace where everyone can participate and contribute meaningfully.

We value the commitment of promoting equality and safeguarding the welfare of the team members, clients, and children.

JOB SUMMARY

The Organization is seeking a skilled and proactive Programme and Communications Executive to drive program implementation and enhance the organization's communications strategy. This role combines operational support, advocacy, communication, and external engagement to advance organizational goals. The candidate will play a key role in strengthening program delivery, ensuring impactful stakeholder engagement, and fostering visibility through innovative communication initiatives. Ideal candidates will bring a blend of programmatic and advocacy expertise,

creative communication skills, and the ability to manage multiple priorities effectively. It is a learning position within the organization, with an opportunity to work with the Senior Management Team and the Executive Team.

KEY RESPONSIBILITIES

Programme Operations (50%)

- Support in coordination with external stakeholders at the state and district level – organize and facilitate meetings, consultations, and follow-up with stakeholders.
- Support coordination for workshops, sensitization sessions, and training programs for pharmacists, frontline health workers, and adolescents to strengthen knowledge and advocacy efforts.
- Assist in coordinating with field teams and supporting day-to-day program operations across intervention states.
- Contribute to the development and implementation of efficient monitoring and evaluation (M&E) and reporting systems, ensuring regular updates to templates in collaboration with M&E and field teams.
- Travel to field locations to understand program models and document case studies showcasing the impact of program activities.

External Communication (50%)

- Develop reels, short videos and static posts for social media platforms.
- Design and produce promotional materials such as posters, flyers, newsletters, and mailers.
- Prepare presentations, case studies, and client stories.
- Conduct field visits and coordinate with field teams to collect and curate case studies, photos, and success stories for various platforms.
- Support timely updates to the Organization and Pratigya Campaign websites.
- Maintain and organize the organization's photobank.
- Assist in marketing for clinics and services.

QUALIFICATION AND EXPERIENCE

- Graduate/Postgraduate degree in Mass Communication, Journalism, Public Health, Management or related fields.
- 2–4 years of experience in program implementation, communication, and/or advocacy.
- Prior experience in developing content and managing social media is a must.
- Proficiency in graphic design tools (such as Adobe Photoshop, Illustrator, InDesign, Canva, or CorelDRAW) is a must.
- Prior experience in development sector, public health and/or reproductive health is desirable.
- Experience in video editing and producing short content for social media platforms is desirable.

SKILLS AND COMPETENCIES

- Excellent verbal and written communication skills in English and Hindi.
- Advanced proficiency in MS Office and social media platforms.
- Strong organizational and project management skills with the ability to handle multiple tasks and meet deadlines.
- Creative and innovative mindset with a keen attention to detail.
- Exceptional interpersonal skills with the ability to collaborate effectively in a team environment.
- A go-getter with a resourceful approach to problem-solving and task management.
- Strong ability to learn quickly, adapt to new challenges, and continuously improve.
- Proactive and self-motivated with a passion for achieving impactful results.

Interested candidate please send your cv at:

contact@pmspl.net.in