

JOB PROFILE

Centre for Public Policy Research: CPPR is a public policy research organisation based in Kochi that works in the areas of research promotion, knowledge dissemination and capacity building. We have a talent pool from various parts of the country, who are experienced in handling socio-economic research projects. CPPR believes in engaging the right individuals for its initiatives and efforts in the area of public policy. We therefore welcome people who have a penchant for public policy and display unique skill sets and managerial capacities to work as part of our team.

Job Title	Public Relations Associate
Department	Operations
Location	Kochi
Level	-
Salary	As per industry standards
Contract	-
Reporting Line	Director – Operations and HR
Scope of Position	Responsibility for overseeing Public Relations

Key Responsibilities:

- Active participation in designing media strategy
- Deliver on internal and external communications strategy for CPPR
- Work with various media houses to disseminate research papers/articles produced by CPPR
- Manage media relations and ensure publicity/visibility of CPPR in national and international media
- Organise press conferences, media briefings, visits of reporters covering CPPR activities, while highlighting CPPR's programme priorities
- Capacity building of research and project teams in communications, media and campaigning
- Promote and enhance the brand of CPPR
- Respond to enquiries from the public, media, stakeholders and other organisations
- Make presentations about CPPR, as and when required to various stakeholders, governments and others
- Work with media establishments to widen the scope of CPPR activities and build a rapport with journalists and media houses
- Ensure regional and national media coverage for CPPR activities and events
- Maintain and update CPPR's media database

Qualifications and Experience:

- Graduates in Journalism/Mass Communication/PR
- Minimum two years of experience
- Fluent in English and Malayalam (added advantage)
- Proficient in Word, Excel, Outlook and the Internet
- Preference for multimedia specialists
- Interested in interacting with people and good networking skills
- Good analytical and organisational skills
- Proactive problem solver with demonstrated ability to work independently as well as in a team environment
- Organised and capable of multitasking with a high level of attention to detail
- Excellent follow-up skills a must