

## **JOB ANNOUNCEMENT: DATA AND COMMUNICATION OFFICER**

Social and Resource Development (SARD) Fund, Department of Finance, Central Tibetan Administration (CTA), is seeking a dynamic and skilled individual to join our team as a Data and Communication Officer. If you have a passion for leveraging data to design solutions and inform decision making, and possess analytical skills, we want to hear from you.

**Position:** Data and Communication Officer

**Location:** Dharamsala, Himachal Pradesh (H.P), India

### **Responsibilities:**

- Gather, assess, and interpret data to guide decision-making processes and formulate program solutions.
- Create and sustain comprehensive data dashboards and reports to support organizational objectives.

### **Communication Strategy:**

- Collaborate with cross-functional teams to develop and implement effective communication strategies.
- Utilize data insights to optimize messaging and outreach efforts. Stay abreast of best practices to enhance communication effectiveness.
- Create compelling content for various communication channels and craft messages that resonate with target audiences and align with organizational goals.

### **Requirement:**

***A Green Book Holder and legally authorized to work in India***

#### ***Technology Proficiency:***

- Demonstrate proficiency in data analysis tools and communication platforms.
- Stay updated on emerging technologies and tools related to data analysis and communication.

#### ***Minimum Qualifications:***

- Bachelor's degree in Data Science, Information System, Information Technology, Data Analytics, etc.
- Proven experience in data analysis and communication roles is preferred but not mandatory.
- Excellent written and verbal communication skills.
- Familiarity with social media platforms and digital marketing.

Ability to work collaboratively in a team and independently with minimal supervision.

### **How to Apply:**

Interested candidates are invited to submit their resume, a copy of their updated Green Book and cover letter to [sardfund@tibet.net](mailto:sardfund@tibet.net). Please include "Data and Communication Officer Application" in the subject line. The deadline for application submission is **31st March, 2024**. Shortlisted applicants might be required to submit the additional documents if necessary.

We look forward to welcoming a passionate and dedicated Data and Communication Officer to our team!