



No: HDSCL/Tender Notification/CITIIS/HR/2022-23

Date : 11-05-2022

**RECRUITMENT NOTIFICATION FOR PUBLIC ENGAGEMENT & PARTNERSHIPS OFFICER AND ENVIRONMENTAL & SOCIAL NODAL OFFICER**

Government of India has selected Hubballi-Dharwad City as Smart City from Smart City Mission and constituted Hubballi-Dharwad Smart City Limited (HDSCL) under Companies Act 2013 for implementation of Smart City Projects. For implementation of City Challenge Project Sanctioned by the Government of India HDSCL invites qualified and experienced personal for the following below post **on Contract Basis for the period of 2 years.**

Post name	Eligibility Criteria
Public Engagement & Partnerships Officer	<ul style="list-style-type: none"> <li>● Qualification related to Master degree in Social welfare/ mass communications/ Journalism and related visibility fields would be desirable.</li> <li>● A minimum of three years of practical/project experience in the field Public Engagement /Public Relations/ Communications.</li> <li>● Ability to draft clearly and concisely, ideas and concepts in written and oral form.</li> <li>● Specific skills in writing press releases and articles/stories for print and electronic media.</li> <li>● Excellent writing and communication skills in English (required) and the regional language (desirable).</li> <li>● Ability to work responsibly and flexibly, take initiative, and generate new ideas.</li> <li>● Willingness to travel as and when required. Working knowledge of International Funding organizations such as World Bank and ADB.</li> <li>● Strong communication skills and ability to liaise with various stake holders and ability to conduct stake holder's consultations.</li> </ul> <p><b>Roles &amp; Responsibilities:</b></p> <ul style="list-style-type: none"> <li>● Work in collaboration with the SPV CEO, E&amp;S Nodal Officer, CITIIS Project In-charge and CITIIS Technical Assistance for developing a Stakeholder Engagement Plan.</li> <li>● Develop a 'Communications and Outreach Plan' for the CITIIS project on the basis of the Stakeholder Engagement Plan.</li> <li>● Facilitate the deepening of partnership platforms and networks across the city, and coordinate advocacy and outreach events to ensure continuous citizen participation, consultation and feedback for the projects undertaken by the SPV.</li> <li>● Conduct outreach 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.</li> <li>● Lead the development of creative knowledge products (IEC material including print &amp; 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.</li> <li>● Plan and manage events fully as required, including hiring of event management agency wherever applicable. Otherwise, activities including agenda &amp; schedule planning, venue &amp; facilities management, invitations &amp; RSVPs, press coverage (invitations, RSVPs, press release, interviews, proof-editing, post-coverage touchpoints), event coordination (including design, MCing, peripherals, mementoes) &amp; wrap-up, and to prepare event reports with all necessary documentation (photo, video, audio, transcript, summary. etc.)</li> <li>● 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.</li> <li>● 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.</li> <li>● Participation and promote public engagement across the projects.</li> <li>● Attend the trainings and workshops conducted by the CITIIS PMU at NIUA; and provide data/reports to the CITIIS PMU as and when required.</li> <li>● A Pay package in the range of Rs. <b>50,000/- to 70,000/-</b> Per Month including all allowances will be offered based on the experience</li> </ul>
Environmental & Social Nodal Officer	<ul style="list-style-type: none"> <li>● Candidate should have Post graduate in Environmental Engineering from recognized University.</li> <li>● Minimum 3 Years of practical/project experience in the field of Environment &amp; Social assessment &amp; programmers.</li> <li>● Working experience with Government Department with respective Environment &amp; Social impact assessments and development of plans.</li> <li>● Working knowledge of International Funding organizations such as World Bank and ADB.</li> <li>● Strong communication skills and ability to liaise with various stake holders and ability to conduct stake holder's consultations.</li> </ul> <p><b>Roles &amp; Responsibilities:</b></p> <ul style="list-style-type: none"> <li>● Screening of identified sub projects for Environmental &amp; Social Risk.</li> <li>● Identify scope of impact assessment and prepare environmental &amp; social assessment. Preparation of ESMP, RAP, GAP as per the requirement of National /State /Local registrations and relevant practice.</li> <li>● Handling of Grievance redressal committee at city level.</li> <li>● Obtaining approval from PMU, State Government and Local authority for process of works and contracts.</li> <li>● A Pay package in the range of Rs. <b>50,000/- to 75,000/-</b> Per Month including all allowances will be offered based on the experience</li> </ul>

Aspirants have to submit their application in standard CV format, with relevant qualification and experience certificates along with any other weightage documents addressing to Managing Director, Hubballi-Dharwad Smart City Limited, Karnataka State, CSS No. 122/124, HDMC Samskrutika Bhavan, 1<sup>st</sup> Floor, New Cotton Market Road, Hubballi-580029 for further details kindly contact during office hours Phone : **0836-2355331, 2355322** so as to reach above mentioned address before on **26-05-2022** by E-mail [smartcityhubballidharwad@gmail.com](mailto:smartcityhubballidharwad@gmail.com), Website: <http://www.hubballidharwadsmartcity.com> and hard copy in duplicate with due attested.

**Sd/- Managing Director**  
**Hubballi-Dharwad Smart City Limited., Hubballi**