

BIHAR VIKAS MISSION

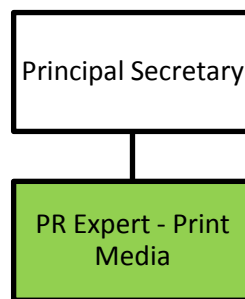
Job Description



1. General Information

Position Title:	PR Expert - Print Media
Reports to:	Principal Secretary – IPRD Department
Department/Domain:	Bihar Vikas Mission
Job Code:	

2. Organization Chart



3. Key Accountabilities

Print Media & Agency Relations

- Direct the development and management of professional relations with external print media in order to develop effective relationships and to promote the State image, its schemes, initiatives and major events
- Build and manage relationships with leaders and senior stakeholders in reputed print media organizations and agencies and liaise with and influence them to facilitate bolstering of State image and ensure promotion and adequate coverage of State's and different Departments' schemes and initiatives
- Establish and maintain relationships with PR agencies in order to review, assess and report on the extent and impact of media coverage as well as evaluate the effectiveness of State's and different Departments' media and communication programs
- Inculcate off-channel relationships with senior print media professionals to gauge State related chatter, undercurrents, political environment etc.
- Drive design and management of key State promotions and print ad campaigns
- Provide the required guidance and support to team in design and implementation of print media content to promote and publicize Government and State Department schemes and initiatives

Press Releases & External Communication

- Direct the delivery and issuance of all external communications (e.g. press releases) in accordance with the overall strategy for Public Relations ensuring proper journalistic style and compliance with the established procedures for external communications
- Implement external communication policies and procedures for print media to ensure alignment with State guidelines of external communication
- Manage effective publicity in order to minimise adverse impact on State's and Departments' image and credibility
- Review analysis and information provided by Research & Data Analytics team, draw conclusions

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and insights and devise strategies and plans to resolve issues if any and / or promote State image

- Identify negative or threatening media issues or inquiries (pre-facto and post-facto) and lead development of strategic and timely responses in order to minimize any damage to the image of State

Public Relations

- Plan, develop and implement PR strategies in order to enhance State's image
- Act as main point of contact for government officials and print media (editors, reporters) to ensure fair representation from State at all times
- Maintain solid relationships with external stakeholders and other government officials to ensure that Government can draw upon these relationships whenever needed

Reporting

- Review results and provide insights to Government and Department leadership, at request or at own initiative, regarding quantitative and qualitative developments within own expertise, by means of periodical and ad hoc reports and/or analyses

Team Management

- Attract, lead, coach, develop employees, provide feedback and ensure staffing within own team
- Drive the media and communication training for all spokespersons and other concerned team members and brief them on the State, Government and Department messaging

Continuous Improvement

- Identify opportunities for continuous improvement of systems, processes and practices taking into account international and national best practices, in order to facilitate cost optimization and productivity improvement

Policies, Systems, Processes & Procedures

- Recommend improvements to functional procedures and follow all relevant departmental policies, processes, standard operating procedures and instructions so that work is carried out in a controlled and consistent manner

Related Assignments

- Perform other related duties or assignments as directed and required

4. Qualifications and Experience

Essential

- Master's degree in any discipline
- Minimum 15 years of post-qualification experience in journalism (preferably political coverage) in print media with multiple editorial writings and research publications to credit
- Minimum 7 years of experience in a reputed print media organization with pan-India presence (publication and coverage in more than 5 states) of which at least 3 years of experience should be in senior profiles such as senior editor / managing editor

Preferred

- Less than 70 years of age as on 1st January 2017
- Experience of working with Central / State government agencies, multilateral development and bilateral agencies (e.g. World bank, DFID, UNDP, ADB, WHO, NRHM,) in print media planning and management and public relations
- Master's degree in Mass Communication / Journalism / Public Relations
- Certificates / Diploma / Courses in relevant areas will add weight to the candidature
- Honours / Awards / discourses / recognized publications in relevant area will be an added advantage

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5. Knowledge and Other Skills

- Creativity and innovative thinking
- Fluency in written and spoken English and Hindi
- Strong writing, editing, proof reading, layout and design and professional printing / publishing skills
- Experience in managing and implementing all type of print media plans
- Strong knowledge and understanding of best practices and current trends in print media
- Experience of managing the PR / communication function of a government agency or a bilateral or a multi-lateral organization
- Strong interpersonal, presentation and negotiation skills
- Good knowledge of fundamentals of brand building & communication development