

F.No.1/13(10)2018-NCW(A)
National Commission for Women
Plot No. 21, Jasola Institutional Area
New Delhi – 110 025.

12th
11th September, 2018.

**Subject: Media Internship with the National Commission for Women
in the field of media and graphic design**

The National Commission for Women (NCW) has been set up as a statutory body in terms of the National Commission for Women Act, 1990 (Act No. 20 of 1990) to further review the Constitutional and Legal safeguards available to women, recommend remedial measures to remove impediments in realizing such goals, facilitate redressal of grievances and advise the Government on all policy matters affecting women. The Commission also organizes workshops/consultations, constitutes expert committees, undertakes studies/make recommendations for economic empowerment of women, conducts workshops/seminars for gender awareness and takes up publicity campaign against female foeticide, violence against women, etc. in order to generate awareness in the society against such social evils.

The National Commission for Women proposes to engage interns to work in areas related to media and graphic design and invites applications from qualified candidates. The qualification and other requirements for the interns are as detailed below:

Category I: Social Media Intern

The Commission is looking forward to engage bright, motivated social media interns for a period of at least two months to help in establishing conversation with online audiences. The period of internship may be extended further after review of the performance of the intern.

Area of Work:

1. Support the Public Relations Cell in coordinating, monitoring and managing direct communications on the Commission's Facebook, Twitter, YouTube and Instagram channels. The interns will work with the Media Advisor to develop relevant responses to frequently asked questions regarding the Commission's current activities and various initiatives.
2. Help identify current social media trends and topics especially on issues concerning women.

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3. Support the growth of the Commission's Twitter channel through list building and monitoring performance.
4. Assist the Media Advisor with additional tasks as required.

Educational Qualification:

Graduate or Post-Graduate degree in journalism, communications, gender studies, law or other related degrees.

Functional Qualifications and Soft Skills:

1. Knowledge of standard MS Office applications and other computer skills.
2. Strong communication skills and ability to write clearly, succinctly and for varying audience.
3. A keen and proven interest/knowledge in social media and another creative media applications.
4. Comfortable with new technologies.
5. Good at multi-tasking and working under strict deadline.
6. Knowledge of women rights and principles will be an added advantage.
7. Previous experience of working in digital communication or for a women's rights organization is desirable.

Category II: Graphic Design Intern

This internship offers opportunity to apply theoretical knowledge to real life organizational issues.

Area of Work:

Under the supervision of the IT Cell and Media Advisor, the graphic design intern will be responsible for the following:

1. Support the Public Relations Cell in making posters and infographics for the NCW's Facebook, Twitter, and Instagram channels
2. Support the IT Cell and Public Relations Cell in making internal and external presentations by:
 - (i) Analyzing data for translation into charts, graphs, diagrams and infographics.
 - (ii) Translating strategic concepts into easy-to-understand and visually appealing graphics, including data visualization, infographics, whiteboard animation, illustrations or graphics.
 - (iii) Re-adapting existing information products (e.g. charts, graphs, infographics, visual information assets) for use in internal documents and presentations.

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Educational Qualification:

1. Graduate or Post Graduate in visual communication, graphic design or other related areas.

Functional Qualification and Soft Skills:

1. Experience in graphic design, information design, white board animation and/or illustration.
2. Fluency with Adobe Creative Suit, especially Adobe Illustrator, Photoshop and In Design.
3. An eye for detail and latest visual design standards.
4. Able to multitask and balance multiple responsibilities.
5. Previous experience with a Government or civil society organisation is desirable.

Language Proficiency:

1. Fluent in written and spoken English and Hindi.
2. Knowledge of additional language is desirable.

Other conditions for both positions:

Honorarium:

Rs. 20,000 Per Month.

Duration:

Two months minimum. Extendable at the discretion of the Commission.

Important:

Those desirous of interning with the National Commission for Women may email their Curriculum Vitae, along with a cover letter, three samples of previous work, and a letter of recommendation to us-ncw@gov.in within 15 days of this notice.

us-ncw@nic.in

Kindly send your mail on

us-ncw@nic.in or

ncw@nic.in

B. Shome
12-09-2018
(Barnali Shome)
Under Secretary