

NATIONAL COUNCIL OF CHURCHES IN INDIA

Applications are invited for the post of

Executive Secretary, NCCI-Policy Governance and Public Witness

Qualifications Required:

1. A post-graduate degree or its equivalent in Political Science or Economics or Sociology;
2. Having experience in Advocacy and Campaigning on issues of contemporary concern;
3. Skilful in relating with governmental and church bodies;
4. Proficiency in English language articulation (written and oral), and preferably in Hindi language as well; and
5. Excellent knowledge of MS Office, social media and apps.

Age Requirement: Should be between 40 and 50 years of age.

Responsibilities:

- Strengthen the churches in their public witness;
- Accompany and facilitate churches to address contemporary political, economic, social, and religious issues in the country;
- Liaise between the churches and the government on important matters;
- Work with NGOs and civil society bodies on concerns of national importance;
- Collect and disseminate information and news relating to issues of democracy secularism, justice liberty, equality and fraternity;
- Draft news reports and press releases on issues of importance, and national and international significance, for and on behalf of the General Secretary;
- Maintain contact, and liaise, with representatives of media particularly at the national capital;
- Any other related work that may be assigned from time to time.

Salary: Depending on qualification and experience, the selected candidate's salary will be appropriately fixed on the scale: **26,325-975-31200-1170-37050-1365-43875-1560-51675-1755-60450**. Allowances would also be paid as per the standards and norms of the NCCI

Location: The Executive Secretary - Policy Governance and Public Witness will operate from Delhi.

Interested and eligible candidates may apply enclosing copies of relevant documents including an endorsement from the Church as well as telephone/cell phone contact nos. **by 31st March 2018** to:

The General Secretary
National Council of Churches in India
P.O. Box # 205, Civil Lines,
Nagpur - 440 001, MAHARASHTRA
Phone: (0712) 2531312/2561464,
Fax: (0712) 2520554, Email: ncci@ncci1914.com

Short listed candidates will be called for an interview. Selected applicant will be expected to join from 1st May 2018.