



JOB DESCRIPTION

Position	Content Manager
Work Location	Delhi
Employment	Payroll

About ARMMAN

Founded in 2008, ARMMAN's mission is to enable healthy pregnancy, safe delivery and safe childhood for women and children in India. ARMMAN leverages mHealth to create cost-effective and scalable systemic solutions to improve access of pregnant women and mothers to preventive information and services and train health workers to reduce maternal and child mortality and morbidity.

- Our programs have reached over 40 million women and over 3 lakh health workers across 20+ states to date
- ARMMAN has received several awards and honours including the Skoll Award for Social Entrepreneurship 2020 and MIT Elevate Prize 2021, as well as grants from Co-Impact, Google.org, USAID, and others.

Role Overview

The content manager will be required to work in collaboration with the internal teams at ARMMAN to create content strategy and oversee the creation of outputs across projects, ensuring it aligns with the organization's strategic goals. The content manager will be required to collaborate with vendors, writers, designers, production agencies and ARMMAN's project and research teams to ensure the production of high-quality content. The content manager will be required from time to time to travel to field locations to gather insights about target audiences and collect feedback about content created.

Roles and Responsibilities

- Develop and maintain knowledge sharing and management strategy documents, manage production and projects, maintain documents, budgets
- Contribute to technical content development for key outputs
- Contribute to the creative process as required
- Work with multidisciplinary teams within ARMMAN to finalize content for outputs
- Coordinate with external teams for review and finalization of technical content for key outputs
- Ensure research findings are incorporated in content
- Review content and finalize changes
- Coordinate with internal teams to ensure timely development and delivery of content
- Implementing and managing changes and interventions to ensure program goals are achieved.
- Organize meetings and workshops as required
- Documentation: Create reports and presentations as required
- Develop and maintain timelines for content development
- Coordinate with and manage external vendors for delivery of outputs
- Ensure content is compliant with ARMMAN's quality standards

- Travel to monitor and oversee project implementation as required
- Provide strategic inputs to overall program implementation

Qualification & Skills

- Should Know how in program development and management activities such as planning, implementing and monitoring projects, excellent organizational skills, excellent writing skills.
- personal efficiency, time management skills and the ability to prioritise competing demands are key
- Excellent verbal and written English & Hindi language communication skills, Strong writing and editing skills, with a high-level of attention to detail; Ability to read and interpret complex documents, and communicate information effectively to others, with strong interpersonal skills
- Experience in managing projects, monitoring and reporting project progress, experience in working on communications and media for development related projects, experience in video and audio production and production management preferred
- Master's degree in media and communications, public health or related field or bachelor's degree with relevant work experience. Relevant experience working in a similar communications specialist role, or project management role desirable
- 3-5 years' work experience in a not-for-profit organization, in public health or related field. Technologically proficient in MS Office, social media and internet applications.

How To Apply

- Interested candidates please send the application with your updated resume to careers@armman.org
- Please use "Content Manager- Delhi" as the subject line for the application mail.

