

## **DETAILED JOB DESCRIPTION**

### **Future Earth Global Secretariat Hub -South Asia**

**Divecha Centre for Climate Change, Indian Institute of Science, Bangalore,  
India**

**Call for Applications:** *Experts in transdisciplinary research, sustainability science, science-policy analyst and experts in the field of Food Security and Malnutrition; IT Specialist, Science Communicator and Communication Officer.*

Future Earth is a network of scientists, researchers, and innovators designed to provide the knowledge needed to support transformations towards sustainability. Its global constellation of Secretariat Hubs, Global Research Networks, and the broader Future Earth community work to facilitate research and innovation, build and mobilize networks and shape the narrative on global sustainability science, turning knowledge into action. Future Earth structure represents Governing Council, an Assembly a well distributed network of nine Global Secretariat Hubs located in Africa, Canada, China, France, Japan, South Asia (Indian Institute of Science), Sweden, Taipei and USA. The Secretariat facilitates the day-to-day operation of Future Earth and aids in knowledge advancement through its various science communication products that are presented as policy briefs to head of states at various international forums. Further information on Future Earth is available at [www.futureearth.org](http://www.futureearth.org).

**The Future Earth Community in South Asia** comprises of a South Asia Regional Office, Future Earth Global Secretariat Hub South Asia which was announced in September 2021 and a National Committee. The Future Earth South Asia Regional Office and Hub is hosted by Divecha Centre for Climate Change and located at the Indian Institute of Science, Bangalore. The South Asia Office and the Global Hub engages with stakeholders from SAARC countries, Myanmar, and the two Indian Ocean Island Countries of Mauritius and Maldives.

The South Asia Regional Office has initiated a Knowledge to Action Program on Food Security and Malnutrition (Fo), Health Sensitization (H), Coastal Risk and Resilience (Co) and Sustainable Communities (S) known as FoHCoS. This Science-Society-Policy engagement Program is designed to mobilize sustainable scientists and policy makers, business and leaders from society to bring about collaborative solutions to address food insecurity and malnutrition; risks to coastal communities and ecology; regional planning and associated health risks in South Asia. The South Asia FoHCoS program focuses on the 2030 SDG targets, the Paris Agreement's 2 degree C Climate Targets and integrates the concept of a circular economy within the planetary boundary

framework. The Hub, as preparation for the initiative to accelerate change, aims to develop a ‘South Asia Call for Action 2024’ through the regional FoHCoS Science - Policy Outreach program and is opening positions for passionate and self-motivated applicants.

### **I. Project Scientist – III**

Number of positions: 01 (One)- Emoluments: Rs.78,000 + HRA. (Increment of 5% for every 2 years of experience subject to performance review).

**Essential Qualification:** (i) Doctoral Degree in Science or Master's Degree in Engineering or Technology from a recognized University or equivalent;

(ii) Seven years' experience in Research and/or Development in Industrial and Academic Institutions or Science and Technology Organizations and Scientific activities and services.

**Age:** Below 45 (Forty-five) years as of the last date for receipt of applications.

**Desirable:** Candidates with experience in creating sustainable solution pathways and develop and disseminate policy briefs, conduct events and activities targeted towards strengthening science-society-policy interface and develop policy pathways to bring about economic and social changes through effective policy recommendations. Doctoral Degree with extensive domain experience. Agricultural Economist or Researcher with experience in the field of Agriculture, South Asia Economics, Food Consumption and Production, Food Technology, Food Security, Agriculture Policy and Climate Change in South Asia Region. Experience with Stakeholder Communities and International Organizations in the field of Environment, Climate Change, Sustainability, Economics, Science/Social Science and Policy linkages.

**Job Responsibilities** – 50% Research, analysis and policy brief; 25% Organizing events and Science-Policy outreach activities; 25% Global secretariat task. Role of the selected candidate will be as “Science Policy Analyst: Food Security and Malnutrition”.

**Detailed Job Description:** Create sustainable solution pathways and develop and disseminate policy briefs, conduct activities targeted towards strengthening science-society-policy interface and develop policy pathways to bring about economic and social changes through effective policy recommendations to tackle malnutrition, food security under changing climate and create solutions for seed sovereignty for food security and livelihood improvement for farmers.

- a. Lead the Food Security and Malnutrition sub-theme under the South Asia’s Food Security and Malnutrition (Fo), Health Sensitization (H), Coastal Risk and Resilience (Co) and Sustainable Communities (S) FoHCoS program.
- b. Develop sustainable pathways and science-policy briefs as recommendations to help tackle hunger and malnutrition in South Asia.
- c. Analyse the policies and tradeoffs with other sectors and natural resources pertaining to hunger and malnutrition in South Asia.
- d. Develop sustainable solutions to make food systems more nutritional and health-focused in India and south Asia

- e. Engage with experts, agriculturists and professionals and organize workshops and form a working group in south Asia that will collectively bring out a Regional Policy Brief Report as an integrated effort needed to tackle malnutrition in the region.
- f. Develop best policies and practices that can be co-designed and scaled up in food insecure areas, and create steps needed to transform food systems in the south Asian region to achieve food security.
- g. Examine policy monitoring systems and make country-specific recommendations based on findings to tackle malnutrition, hunger and establish solutions to ensure seed security for farmers and farming communities
- h. Make country-specific recommendations based on findings for sustainable farming practices in South Asia.
- i. Develop tools and resources on sustainable solution pathways that can support national decision makers achieve the SDGs on Zero Hunger, Good Health and Well Being.
- j. Develop toolkit for sharing spatial datasets, reports, policy briefs, guidance documents, handbooks, other toolkits, and platforms to various stakeholders and decision makers.

## **II. Principal Project Associate**

Number of positions: 02 (Two), Emoluments: Rs. 49,000 + HRA

**Age:** Below 40 (Forty) years as of the last date for receipt of applications.

**Essential Qualification:** (i) Master's Degree in Natural or Agricultural Sciences or Bachelor's Degree in Engineering or Technology or Medicine from a recognized University or equivalent; **AND** (ii) Eight years' experience in Research and Development in Industrial and Academic Institutions or Science and Technology Organisations and Scientific activities and services **OR** Doctoral Degree in Science / Engineering Technology / Pharma / MD / MS from a recognized University or equivalent; **AND** Four years' experience in Research and Development in Industrial and Academic Institutions or Science and Technology Organisation and Scientific activities and services.

### **Job Responsibilities:**

**1.(Position One):** Global Secretariat Support in developing and delivering on the existing communication strategy/ Social media management and Internal communications; 70 %: Global secretariat task; 30 % South Asia Secretariat task. Role of the selected candidate will be as "Science Communication Co-Lead. II.

**Qualification:** Master's Degree in Natural or Agricultural Sciences or Bachelor's Degree in Engineering or Technology or Medicine from a recognised University or equivalent; **AND** Eight years' experience in Research and Development in Industrial and Academic Institutions or Science and Technology Organisations and Scientific activities and services **OR** Doctoral Degree in

Science / Engineering Technology / Pharma / MD / MS from a recognised University or equivalent; AND Four years' experience in Research and Development in Industrial and Academic Institutions or Science and Technology Organisation and Scientific activities and services.

**Detailed Job Description:** This position requires an energetic, strategic and creative individual to co-lead our global communications and build our online brand and community. In collaboration with the Future Earth secretariat Hubs, this individual will set the editorial calendar, coordinate our communications output, and work with a small international team to build our media presence. Deliverables include; social media management and monitoring, supervision of web content development, press engagement and monitoring, virtual and in person events, coordination of print and digital products for science-policy interactions, and managing consultants and suppliers. The position reports to the Director of South Asia Hub, and will support users at all levels of the organization. This person will work closely with the Global Communication Lead and Operations team on various projects and events. Experience in science communications is a plus.

### **Key Responsibilities:**

*Developing and delivering on the existing communication strategy*

- Help deliver key annual communications products aligned with our Future Earth core strategic activities.
- Work with a globally distributed executive team to develop a communications calendar and set of communications priorities for the organization.
- Work with the executive team to manage and grow the globally distributed communications budget.
- Assist with management and supervision of the Future Earth website (WordPress).
- Curate, edit and post regular updates to the website, including news, blogs, events, and other content.
- Review, design and maintain website homepage and other site content to meet outstanding standards for professionalism, including copy-editing and image selection, copyright management and international privacy considerations.
- Collaborate with secretariat and partners to implement edits and additions as requested.
- Coordinate and edit news coverage, blogs, audio visual material or press releases for key events related to Future Earth networks and communities.
- Lead digital work on other Future Earth-hosted initiatives, such as the 10 New Insights in Climate Science series in close collaboration with relevant Future Earth colleagues.

### *Social media management*

- Delegate, design, and carry out social media campaigns around key events and priorities for Future Earth and track their results, often collaborating with staff based in different time zones.
- Implement and update the social media strategy for Future Earth, encompassing building a consistent voice, branding and integrating innovative tools for rapidly growing engagement with target audiences.

*Internal communications / other*

- Maintain up-to-date digital and print global communications materials.
- Manage and edit the monthly newsletter.
- Assist with project management of the Future Earth Annual Report and other internal documents.
- Handle relationships regarding communications needs with the Future Earth Secretariat, and other entities of Future Earth.
- Support communications and advancement efforts within the South Asia Hub of Future Earth, as well as efforts to strengthen Future Earth’s profile and partnerships in Asia.
- As appropriate, manage contracts with external consultants and vendors supporting Future Earth’s communications work.
- Strong English language writing skills

Preferred qualifications:

- At least 5 years of experience managing communications for a major international organization, scientific institution, policy think tank, or similar.
- Competency with Adobe Creative Cloud (InDesign, Illustrator, Premiere, Photoshop).
- Familiarity with content management systems (WordPress experience preferred).
- Experience with creation/dissemination of newsletters.
- A strong track record of successfully managing social media channels for established companies/non-profits.
- Strong editorial and writing skills, with the ability to transform complex and technical information into interesting news stories for wider audiences.
- Generosity, compassion, flexibility, and poise in a fast-paced environment with many stakeholders.

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**2. (Position Two):** Digital content development and strategy; Design, develop and maintain websites, create digital media and integrate web technologies; 60 % global secretariat task and 40 % South Asia secretariat task. Role of the selected candidate will be as “Digital Content Associate”

**Qualification:** Master's Degree in Natural or Agricultural Sciences or Bachelor's Degree in Engineering or Technology or Medicine from a recognised University or equivalent; AND Eight years' experience in Research and Development in Industrial and Academic Institutions or Science and Technology Organisations and Scientific activities and services OR Doctoral Degree in Science / Engineering Technology / Pharma / MD / MS from a recognised University or equivalent; AND Four years' experience in Research and Development in Industrial and Academic Institutions or Science and Technology Organisation and Scientific activities and services.

**Detailed Job Description:**

Future Earth Secretariat is seeking Digital Content Associate and supports our rapidly growing scope of work to build the field of sustainability science and innovation worldwide. This position will support the creation of its digital communications products. The Digital Content Associate not only supports the day-to-day global operations of the Secretariat, but is also instrumental in handling the technical aspects of projects led by the South Asia hub. The position reports to the Director of South Asia Hub, and will support users at all levels of the organization. This person will work closely with the global communications team on various projects and events.

**The Digital Content Associate will:**

1. *Digital content development and strategy (50%)*: Support the production and editing of innovative digital content such as social media material, brochures, videos and animation, info/graphics, data visualizations, and reports.
2. *Communication and marketing (25%)*: Assist in the implementation of Future Earth’s engagement in existing and new communication channels. This position will play an active role in helping to shape and realize Future Earths communication content strategy.
3. *Support event management and production (25%)*: The South Asia’s Food Security and Malnutrition (Fo), Health Sensitization (H), Coastal Risk and Resilience (Co) and Sustainable Communities (S) FoHCoS program is one of the main programs led by the South Asia Global Hub and will be organized biannually as a hybrid event, with a critical virtual component. The position will also produce other virtual Future Earth events, such as webinars or meetings of the Future Earth Assembly and annual SRI Congress series led by the US Hub.

**Required Qualifications**

- 2 years’ experience in digital content or communication marketing role
- Organized, detail-oriented and deadline-driven
- Ability to work independently and take initiative, while at the same collaborate in a fast-paced team environment
- Flexibility to occasionally work non-regular hours to accommodate international time zones
- Strong sense of responsibility and accountability
- Integrity, creativity, flexibility and an open mind

**Preferred Qualifications**

- Communication and coordination experience in international sustainability science
- Production and post production experience as host, producer, and editor for broadcast media (videos, webinars, talks, podcasts)
- Graphic design skills a plus (reports, brochures, flyers)
- Strong science communication and writing skills

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These are full-time position based in Divecha Centre for Climate Change, IISc, Bangalore. Applicants must be eligible to work at DCCC, in India.

- I. **Application Format:** Applicants to this position are requested to submit a Curriculum Vitae on plain paper with details of: (i). Academic qualification, (ii). University/Institution, (iii). Year of passing, (iv). Marks, (v). Experience and vi. The Name and Contact Details of two referees and a vii. Cover letter describing how your skills and experience would help meet the requirements of the role and contribute to the Future Earth Programme and the organization.
  
- II. Applications should be in English and in one combined PDF file and sent via email with the Subject Line “**Vacancy: Position Name, Future Earth Global Secretariat Hub-South Asia**” to the Chair, DCCC at: [office.dccc@iisc.ac.in](mailto:office.dccc@iisc.ac.in)
  
- III. **Application deadline:** 25 February, 2023.