

## **Ashoka Centre for a People centric Energy Transition (ACPET)**

### **Role: Communications Associate**

### **Location: Delhi**

ACPET is seeking a Communications Associate to work with a group of dynamic leaders in the energy and environment sector and play an instrumental role in developing India's first people-centric institute for energy transition.

**Assignment type:** Full-time

**Salary:** Commensurate with qualifications and experience

### **ACPET's vision**

Housed at Ashoka university's New Delhi office, ACPET's vision is to inform and assist India's transition to a net zero economy through research, business models, actionable insights, implementation support, and education of future practitioners.

The objective is to –

- Become a central knowledge hub on integrated energy matters for the Global South
- Develop concepts and business models suitable for an integrated energy transition in India and beyond
- Collaborate through partnerships with industry, government and academia
- Advance education and research on energy transition and energy security

The centre has three key focus areas to start with -

- Just Energy Transition – Develop a vision for a net-zero sustainable society, in line with India's 2047 vision and Lifestyle for Environment (LiFE) principles

- Decarbonisation – co-create near and middle-term opportunities to decarbonise India's economy, especially new manufacturing capacity, in a sustainable manner
- Social Impact of Energy Transition – Incorporate IDEA (Inclusion, Diversity, Equity, Access, Affordability, and Adaptability) principles in evaluating the impacts of India's energy transition

### **Roles and Responsibilities**

- Assisting the Communications Manager in implementing the strategic plan for external and internal communications, in line with ACPET's vision
- Designing and editing project reports and annual reports
- Content, design execution and promotion of ACPET's newsletter
- Creating periodic video content/ video editing to demonstrate ACPET'S impact and project outcomes
- Creating content for ACPET's social media channels and monitoring
- Engaging closely with ACPET'S ongoing projects to identify communication activities and outputs to meet the project's objectives
- Create and maintain a mailing list for the institute
- Supporting website CMS management, liaising with website agency and supporting the website design and updation process (technical and content-level)
- Any other communications requirements that may evolve in line with institutional requirements and skills of the candidate over time

### **Qualifications**

- Bachelor's/ Master's in journalism, communication, or a relevant field
- Excellent communication and visualization skills and ability to engage with diverse content and media
- 2-3 years of relevant experience preferably in energy or environment sector
- Interest in energy, environment and climate issues

### **Competencies and Skills:**

- Excellent writing and editing skills in the English language
- Design skills/ experience (InDesign, Illustrator)
- Video editing skills/ experience
- Prior experience working in a think tank or creative communications agency
- High presentation skills with proficiency in MS office: Word/Excel/PowerPoint
- Ability to work both autonomously and in a team
- Good time management skills and ability to prioritise based on deadlines
- Quantitative aptitude will be a bonus

### **How to Apply**

Please send your CV to [contact@acpet.ashoka.edu.in](mailto:contact@acpet.ashoka.edu.in)