




## Hiring of Project Assistants under LiFE Mission

**Gujarat Environment Management Institute (GEMI) required Project Assistants under LiFE Mission scheme purely on contractual and temporary basis.**

<b>1</b>	<b>Name of Position</b>	<b>Project Assistant (Technical)</b>
	No. of positions	01
	Duration	01 year
	Desired Qualification	Bachelors in Environment Engineering or M.Sc. in Environmental Science
	Experience	Prior experience of working with NGOs or similar organizations involving creation of content for environmental awareness and conservation.
	Remuneration (Based on qualification and experience)	20,000 to 25,000 (based on experience in similar field)
	Responsibilities	Create content for environmental awareness under LiFE Mission
	Requirement:	<ul style="list-style-type: none"> <li>• Must be fluent in verbal as well as written English</li> <li>• Must be able to write crisp, catchy and high quality content pertaining to LiFE Mission and environment</li> </ul>
	<b>Application Deadline</b>	<b>17<sup>th</sup> May, 2023</b>
	Apply with the given link or scanner	 <a href="https://forms.gle/JKEAGhRFqVm6sKKh6">https://forms.gle/JKEAGhRFqVm6sKKh6</a>
<b>2</b>	<b>Name of Position</b>	<b>Project Assistant (Social Media)</b>
	No. of positions	01
	Duration	01 year
	Desired Qualification	Bachelor's Degree in any stream
	Skills (all mandatory)	<ul style="list-style-type: none"> <li>• Digital Marketing and Social Media Management</li> <li>• Excellent English Communication and PR skills</li> <li>• Basic knowledge of content creation for social and print media</li> </ul>
	Experience	Minimum 1 year experience in above skills
	Remuneration	20,000 to 25,000 (based on experience in similar field)
	Responsibilities	<ol style="list-style-type: none"> <li>1. Develop and execute social media marketing strategies that align with the requirement.</li> <li>2. Creation of high-quality content for social media channels.</li> <li>3. Monitor social media trends and frame strategies accordingly.</li> </ol>

		4. Collaborate with cross-functional teams to create and market content
	Requirement:	<ol style="list-style-type: none"> <li>1. Proven working experience in social media marketing or as a Digital Media Specialist.</li> <li>2. Excellent consulting, writing, editing (photo/video/text), presentation and communication skills.</li> <li>3. Excellent communication, interpersonal, and relationship-building skills.</li> <li>4. Techno-savvy equipped with good IT skill.</li> <li>5. Demonstrable social networking experience and social analytics tools knowledge.</li> <li>6. Strong understanding of social media platforms, including Facebook, Instagram, Twitter, LinkedIn, and YouTube.</li> <li>7. Knowledge of social media advertising, including Facebook, YouTube, Instagram and others</li> </ol>
	<b>Application Deadline</b>	<b>17<sup>th</sup> May, 2023</b>
	Apply with the given link or scanner	 <a href="https://forms.gle/kqRZGzHjvBbhyqT59">https://forms.gle/kqRZGzHjvBbhyqT59</a>
<b>3</b>	<b>Name of Position</b>	<b>Project Assistant (Marketing and PR)</b>
	No. of positions	01
	Duration	01 year
	Desired Qualification	Master's Degree in any discipline, preferable in Business Administration/Management/Commerce or 2 years PG Diploma in Management (Despite of degree, Candidates having experience in required field will be preferred)
	Experience	Minimum 1 year (preference will be given to candidates possessing experience in line with below responsibilities)
	Remuneration	30000 to 35000 (based on experience)
	Requirement:	<ol style="list-style-type: none"> <li>1. Must be fluent in verbal as well as written English.</li> <li>2. Must be creative, innovative, should have non-conventional and out of box approach thinking.</li> <li>3. Leadership Skills - Must be able to carry out programmes independently.</li> <li>4. Team Manager skill - Must be able to manage a diverse team and a large number of partners, must be comfortable to work in group.</li> <li>5. Knowledge of Microsoft Office, Social Media, etc.</li> </ol>
	Responsibilities	1. Overall management and monitoring of various activities under LiFE Mission scheme.

	<ol style="list-style-type: none"> <li>2. Preparation of Modules, Proposal, Presentations, Reports, etc.</li> <li>3. Coordination with various stakeholders such as schools, colleges, NGOs, experts for collaboration and events.</li> <li>4. Coordination for planning and execution of events, seminars, workshops etc.</li> <li>5. Overall Event Management, Publicity of events, and maintain all type of records.</li> <li>6. Any other work assigned by GEMI</li> </ol>
<b>Application Deadline</b>	<b>17<sup>th</sup> May, 2023</b>
Apply with the given link or scanner	 <a href="https://forms.gle/6WHwkQVgS7gd9hGw9">https://forms.gle/6WHwkQVgS7gd9hGw9</a>

**Important Information:**

1. The Project Assistants will be hired through the manpower agency of GEMI.
2. The hiring will be purely contractual and on temporary basis.
3. The requirement is urgent and candidate would be required to join immediately (within one week) after their selection.
4. Excellent interpersonal skills and willingness to work proactively is expected.
5. The mode of application is through Google Form only. Application / CV received via email or through hard copy shall not be considered.
6. Candidates applying for **Project Assistant (Social Media)** are required to provide their portfolio / social media handles which demonstrate their work.