

JOB PROFILE

GM – CORPORATE COMMUNICATIONS

Morarka Foundation established in 1993 by Shri Kamal M. Morarka, a leading industrialist of India, in memory of his father Late Shri M.R. Morarka, is a professional service delivery organization offering solutions for sustainable agriculture, including Organic Agriculture. Morarka Foundation receives funding support from its parent company Gannon Dunkerley & Company and other Government Departments, as well as international funding agencies.

1. Description of Project / SBU's Aims, Objectives and Deliverables

Morarka Organic Foods Pvt. Ltd. (MOFPL) is an independent entity established in 2005 by Gannon Dunkerley & Company, Mumbai for promoting trade in Organic Produce / Products.

MOFPL aims to become the leader in Organic Industry by 2010, by aggressively creating and capturing domestic and international markets for Organic Produce / Products, thus promoting the livelihood of Organic Growers, including small and marginal Organic producers, and enhancing the health of society and environment.

2. Summary of Job Profile

Job Title: General Manager – Corporate Communications & Public Relations (MOFPL)

Location: Jaipur

Job Description: Managing the internal communication among SBUs & external communication with outsourcing partners / vendors / entrepreneurs / funding agencies and investors; **Developing** media products; **Managing** public relations, including nominations for consultancies and awards, and event management

3. Job Description (In details)

Primary Responsibilities

- **Being** the single point anchor for inflow and outflow of all communications
- **Standardizing** communication (internal and external) in SBUs
- **Smoothing** the inter SBU communication
- **Interfacing** with the SBUs and their respective outsourcing partners / vendors / entrepreneurs / funding agencies and investors
- **Developing** appropriate products
- **Establishing** systems for disseminating the developed products

Secondary Responsibilities

- Developing the communication skills of employees
- Documentation of success stories and their dissemination

Key Deliverables

- On-time response to all communication from external sources
- Establishing the linkage between corporate communications and business bottom line

Reporting To: Executive Director

4. Pre requisites (In details)

Qualification:

- Post Graduation in Mass Communication / Journalism

Experience

- 10-12 years of experience in manufacturing, service, marketing sector
- Sound exposure to IT applications for developing media products
- Some work experience in a publishing house
- Some exposure to journalistic writing, with equal command over both English and Hindi
- Some experience to photography

5. Desirable (In details)

Qualification

- Diploma / Certificate Course in some foreign languages – Spanish, French, German

Experience / Exposure

- Good work experience in translation (to and from multiple languages)

6. Details of CTC: The compensation will be commensurate with experience, track record and competence of the candidate.

Candidates with lesser experience but exceptional track record would also be considered.

MOFPL is an equal opportunity employer. Qualified women candidates are encouraged to apply.