



SUCHITWA MISSION
Local Self Government Department
Government of Kerala

No. SWM/CMD/03/2025

August 05, 2025

RECRUITMENT NOTIFICATION

Suchitwa Mission is the Technical Support Group (TSG) in the Waste Management sector under the Local Self Government Department, Government of Kerala. It is responsible for providing technical and managerial support to the Local Self Governments of the State. On behalf of Suchitwa Mission the **Centre for Management Development (CMD)** invites applications from eligible candidates for the appointment to the position of **Programme Officer (IEC)** on **contract basis**. Interested candidates may apply via **online mode** only by filling the prescribed application form given on the website of the Centre for Management Development (www.cmd.kerala.gov.in) by satisfying themselves with the terms and conditions of this recruitment.

Schedule of Events:

- The online application submission link will open on **06.08.2025 (10:00 am)**
- The last date for submitting the online application will be **19.08.2025 (5:00 pm)**

DETAILS OF THE POST

The details regarding the post are given below:

Post	Qualification	Experience (as on 01.08.2025)	Consolidated Monthly Salary
Programme Officer (IEC) (Vacancy-01) Upper Age Limit- 65 years	Post-Graduate degree in Mass Communication, Journalism, Public Relations or Social Work OR Post Graduate Degree Literature (English or Malayalam) and PG Diploma in Journalism / Media Communication	<ul style="list-style-type: none">• Minimum 3-5 years of experience in IEC activities, public relations or communication, preferably in waste management or sustainability projects.• Strong writing, content creation and public speaking skills.• Proficiency in digital media, social media management and campaign planning.• Experience in stakeholder engagement, training and community mobilization.• Ability to work collaboratively with government agencies, NGOs and media partners.• Strong analytical and project management skills.	Rs. 46,230/-

Instructions for Scanning of Photograph and Signature: -

- Scan the latest photograph of the candidate and upload the same in the space provided in the online application [scanned image shall be less than 200KB in *.JPG format only].
- Candidate shall make his/her signature on a white paper, scan the same and upload it in the space provided in the online application [scanned image shall be less than 50KB in *.JPG format only].
- The candidate has to scan his full signature, since the signature is proof of identity, it must be genuine and in full: initials are not sufficient. A signature in CAPITAL LETTERS is not permitted. The signature must be signed only by the candidate and may not be by any other person.

General Instructions

- Applicant must be a citizen of India
- The applicants are required to go through the detailed notification carefully and decide themselves about their eligibility for this recruitment before applying online
- **SUCHITWA MISSION/CMD shall not be responsible for any discrepancy in submitting the online application**
- Applicants must compulsorily fill-up all relevant fields of the online application
- Incomplete/incorrect application form will be summarily rejected. SUCHITWA MISSION/CMD under any circumstances will not entertain the information, if any, furnished by the candidate subsequently. Applicants should be careful in filling-up the application form at the time of submission. If any lapse is detected during the scrutiny, the candidature will be rejected even though he/she comes through the final stage of recruitment process or even at a later stage
- The applicant should not furnish any false, tampered, fabricated information or suppress any material information while filling up the application form. If the particulars furnished in the online application form do not tally with the Original documents produced by the Candidate, his/her candidature will be rejected
- **The qualification stipulated for the post must be from a recognised University/ Institute. Those applicants having qualification equivalent to any of the prescribed qualification should submit equivalency certificate issued by the competent authority and without such certificate, their applications shall not be considered**
- In the event of any information provided by the candidates being found false or incorrect at any stage, their candidature/appointment is liable to be cancelled/terminated without any notice
- **CMD reserves the right to call for any additional documentary evidence from candidates in support of educational qualifications/experience/ other notified eligibility requirements**
- **Candidates must upload either the original certificate or the provisional certificate issued by a competent authority when submitting their educational qualification certificates. Uploading mark sheets, consolidated mark sheets, or**

statements instead of certificates will not be accepted, and such applications will be rejected

- Applicants should have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. CMD may send intimation to download call letters for written test/proficiency assessment/interview through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying online and must maintain that email account and mobile number
- The copy of the Appointment letters, Salary Certificates, pay slip etc. will not be accepted in lieu of work experience certificate. In the case of latest experience, applicants may upload an **AFFIDAVIT with details of employer, designation, period, nature of job, tasks and responsibilities. Affidavit is applicable only for latest experience. Experience certificates submitted without specific information like date of joining, relieving, duties and responsibilities, signature and seal of authorised person will not be considered**
- **CMD reserves the right to determine the selection process based on requirements. The selection process may include application screening, criteria-based screening, a written test, group discussion, skill test/proficiency test, an interview, or any combination of these methods**
- Please note that only shortlisted candidates will receive intimations via email, SMS, or phone call regarding the selection process.
- Enable email notifications to stay informed about updates and communications. Also, regularly check your spam or junk email folder for important messages.
- Applications with blurred/ illegible Photograph/ Signature/ ambiguous experience certificates will be rejected.
- CMD/SUCHITWA MISSION reserves the right to modify, cancel the notification or revise the number of posts at any time without assigning any reason or to stop the recruitment process altogether.
- **Rights for the rules for the cut off marks/shortlisting in all stages of recruitment are reserved by CMD/SUCHITWA MISSION.**
- The CMD/SUCHITWA MISSION reserves the right to debar any candidate for any malpractice, including for a fraudulent claim of any kind of benefit/relaxation / concession, misconduct.
- In case of any problems faced by the candidates in filling up the online application form they may contact the HELP DESK on the phone number: 0471 2320101 ext: 232 between 10 am and 5 pm on working days (Monday – Friday).

**Sd/-
Authorised Signatory**

Roles and responsibilities

The Program Officer (IEC) will play a crucial role in designing, implementing, and monitoring Information, Education, and Communication (IEC) initiatives for effective waste management in Kerala. As part of the Suchitwa Mission's IEC team, the officer will be responsible for developing strategic campaigns, engaging stakeholders, and ensuring the dissemination of key messages to promote behavioral change towards sustainable waste management. The officer will work closely with district-level IEC Assistant Coordinators (IEC) and collaborate with other IEC team members under the leadership of the Executive Director and Directors.

Key Responsibilities

1. IEC Strategy Development and Implementation

- Develop and execute IEC strategies aligned with the Suchitwa Mission's objectives and policies.
- Design and implement public awareness campaigns on waste segregation, disposal, recycling, and circular economy principles.
- Create IEC plans tailored for different target groups, including urban and rural communities, local bodies, Haritha Karma Sena members, schools, and businesses.

2. Content Development and Communication

- Oversee the development of IEC materials such as brochures, posters, videos, newsletters and social media content to support waste management initiatives.
- Coordinate with creative teams to produce engaging content that drives awareness and action.
- Ensure consistency and clarity in all messaging across platforms, including digital, print and grassroots- level outreach.

3. Stakeholder Engagement and Capacity Building

- Work closely with local self-government institutions (LSGIs), NGOs, schools, corporate partners and community groups to promote waste management best practices.
- Organize training programs, workshops and outreach activities to build capacity among local bodies and citizen groups.
- Collaborate with IEC Assistant Coordinators at the district level to implement and monitor IEC initiatives at the grassroots level.

4. Media Coordination and Public Relations

- Support in managing media engagement, press releases and public relations strategies.
- Assist in organizing press conferences, media workshops and interactions to ensure positive media coverage of Suchitwa Mission's initiatives.
- Monitor media trends and public sentiment on waste management issues and recommend appropriate IEC interventions

5. Research and Impact Assessment

- Conduct research and surveys to assess the effectiveness of IEC campaigns and recommend improvements.
- Collect feedback from stakeholders to refine communication strategies and materials.
- Develop periodic reports and presentations on IEC activities, outcomes and impact for internal review and decision-making.

6. Coordination and Team Collaboration

- Coordinate with the IEC Expert, other IEC team members and district-level offices to ensure seamless implementation of IEC programs.
- Collaborate with technical and administrative teams within Suchitwa Mission to integrate IEC strategies into broader waste management initiatives.

Work Environment and Reporting

The Program Officer (IEC) will be based at the Suchitwa Mission headquarters and may be required to travel across districts to oversee IEC program implementation. The officer will work under the leadership of the Executive Director and Directors in coordination with the IEC Expert and district-level IEC Assistant Coordinators.