

Introduction

KHPT is a not-for-profit organization that has, for over two decades, worked alongside India's most vulnerable communities to improve their health and wellbeing. Our journey began in 2003 with focused initiatives to reduce the prevalence of HIV in Karnataka, and since then, our work has expanded to address a wide range of public health issues across the country. In places where health remains out of reach, held back by stigma, silence or systemic gaps, we have worked to change that reality. We believe the answers already exist in local knowledge, the culture of the place, and in collective intent. While health is our focus, we see it in its full context shaped by poverty, gender, social norms, urbanisation and climate. We bring together technical expertise and community wisdom, blending data, dialogue and systems thinking to strengthen health systems and empower communities. Because health and wellbeing are rights. And every community deserves not just access, but the power to shape its own wellbeing.

The Sukshema 2.0 project which is a three-year initiative is aimed at improving the health through empowerment of adolescent girls, young women, mothers, and children using a lifecycle approach. The model is grounded in a socio-ecological and empowerment framework, influencing change at individual, family, community, and societal levels. The project focuses on strengthening pre-conception, maternal, newborn, and child health, along with educational and empowerment outcomes.

KHPT is inviting applications for the below position from the suitable candidates;

Communication and Documentation Officer

Position: 1

Location: Vijaynagar, Karnataka

Qualification, Skills & Competencies

- Bachelor's/Master's degree in Mass Communication, Journalism, Social Work, Development Studies, or related fields.
- Minimum 3+ years of experience in communication/documentation/media.
- Strong writing and editing skills (Kannada & English).
- Skills in photography, videography, storytelling, and basic design (Canva).
- Strong digital, organisational, and coordination skills.
- Ability to travel extensively and work independently.
- Sensitivity to gender, child rights, and community contexts; proactive and detail-oriented.

Roles and Responsibilities

- Lead district and taluka-level documentation of all project activities.

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- Capture trainings, meetings, exposure visits, campaigns, outreach events, and innovations.
- Prepare reports, minutes, summaries, process notes, briefs, and case studies.
- Document lessons learnt, best practices, and behavioural/empowerment outcomes.
- Develop monthly communication plans with the District Program Lead and project lead.
- Provide content for newsletters, social media, donor briefs, and presentations.
- Create thematic communication materials for observance days
- Support design, research, field-testing and rollout of IEC, IPC, BCC tools, modules, posters, flipbooks, and concept notes.
- Capture high-quality photos/videos; maintain a captioned photo-video bank with consent forms.
- Support creation of short videos/reels for visibility and reporting.
- Build capacity of COs/FMs/POs on documentation, photography, and reporting.
- Coordinate with field teams for timely data, stories, and visuals; conduct regular field visits.
- Provide narrative inputs for monthly/quarterly/annual reports and donor reviews.
- Perform any additional tasks assigned by the Line Manager.

Reporting

The Communication and Documentation Officer will be reporting to the District Program Coordinator or person designated by him

Remuneration

The compensation for the above-mentioned position/s will adhere to internal policies and market standards, determined by qualifications, relevant experience, budget availability, internal parity, and interview performance

KHPT is committed to providing a safe and supportive work environment for all employees. We uphold the principle of equal opportunity and actively welcome female applicants. In addition, we encourage individuals with physical challenges, provided they possess the necessary skills and knowledge, and are willing to travel to apply. We seek candidates who can seamlessly integrate into our non-discriminatory, inclusive, and equitable organizational culture.

We will follow a systematic selection process to fill this position, taking into account experience, competency, suitability, aptitude to work with our health programs, and extensive knowledge of the areas we work in. Only candidates who meet our shortlisting criteria will be invited for an interview.

The above position demands excellent communication, interpersonal and computer skills and also involves travel. Preference will be given to candidates who have work experience in the relevant field and local candidates with required experience and skillsets.

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The above-mentioned position requires outstanding communication, interpersonal, and computer skills, as well as the willingness to travel. Preference will be given to candidates with work experience in the relevant field and local candidates who possess the necessary experience and skill sets

How to apply

Prospective candidates should submit their applications by clicking the "[Apply Online](#)" button next to the relevant vacancy on our current openings page at <https://www.khpt.org/work-with-us/>.

The deadline for submissions is 22nd Dec 2025.