

The logo for the Indian Institute for Human Settlements (iihs) is located in the top left corner. It consists of the lowercase letters 'iihs' in a white, sans-serif font, with a small 'TM' trademark symbol to the upper right. The logo is set against a dark red rectangular background.

**iihs**<sup>TM</sup>

INDIAN INSTITUTE FOR  
HUMAN SETTLEMENTS

**JOB DESCRIPTION**

Consultant -  
Communications (SDSN  
Project)

**About Us**

The Indian Institute for Human Settlements (IIHS) is a national education institution committed to the equitable, sustainable and efficient transformation of Indian settlements.

IIHS aims to establish an independently funded and managed national university of eminence for research and innovation focused on the challenges and opportunities of India's urban transition. The proposed IIHS University will host an integrated programme of quality campus-based education and research, training and lifelong learning for working professionals, distance and blended learning, as well as a whole array of practice and advisory services. The university will have a strong interdisciplinary orientation bringing together theory and praxis that is grounded in the South Asian context and also engages with and draws from knowledge across the globe.

For more information, please see <http://www.iihs.co.in>

**About SDSN**

Sustainable Development Solutions Network (SDSN) Association was set up in March 2014 as an independent 501 3 (c) organization to support the UN Sustainable Development Solutions Network (SDSN), which has been operating since 2012 under the auspices of the Secretary-General of the United Nations. The SDSN mobilizes research, academia, the private sector and civil society to promote the Sustainable Development Goals (SDGs) and implement the Paris Climate Agreement. The SDSN secretariat has offices in New York and Paris hosted by SDSN Association and SDSN Association Paris, respectively. The SDG Academy is the online education initiative of SDSN.

The SDSN has partnered with IIHS to promote sustainable development and support the achievement of the SDGs.

For more information, please see [www.unsdsn.org](http://www.unsdsn.org)

**Job Description**

The position is of a Consultant- Communications for the SDSN project at IIHS. The candidate will manage external facing communications, including social media, website, and both digital and print promotion for relevant courses and other material. This is a unique opportunity to manage the public face of an innovative and rapidly evolving education initiative.

The position will work directly with the concerned team leader with the following responsibilities:

*Social Media Management:*

- Manage Facebook, Twitter, Instagram and LinkedIn channels for relevant SDG courses
- Draft and edit content for social media channels;
- Execute social media campaigns in advance of course launches and relevant SDG events;
- Manage modest social media promotional budget.

*Generating Print & Digital Media:*

- Creation of visual content for social media, website, printed and digital flyers and brochures, course cards, newsletters, events and other relevant outreach channels;
- Draft and edit content for print and digital media.

*Marketing & Social Media Strategy:*

- Develop and execute a comprehensive marketing and social media strategy for individual courses, liaise with the content teams and relevant partners to manage overall execution across organizations;
- Develop and execute a comprehensive outreach and social media strategy for the initiative, with defined goals for the short, medium and long-term.

*Relationship Management:*

- Work closely with the larger media and communications teams from IIHS and SDSN as needed
- Liaise with relevant partners, namely branding and production partners, to ensure consistency of style in SDG products and promotions.

*Website Management:*

- Update and manage relevant website, including drafting new content;
- Promptly troubleshoot any technical issues on the website with the relevant parties.

*Event Support:*

- Support and, where necessary, lead the organization of relevant SDG events or meetings.

*General Communications & Support:*

- Research media contacts and work with IIHS and SDSN communication teams and senior leadership in publicizing SDG work;
- Manage SDG contact list.

Other communications or administrative tasks as requested by the team leader.

**Structure and Reporting**

The Consultant will report to the Team leader, SDSN Project.

**Person Specification**

Applicants should hold at least a Bachelors degree a relevant field (communications, public relations, design or journalism, among others). Exceptional writing, drafting and oral communications skills are essential. The Applicant must be proficient in MS Office; knowledge of digital content development and graphic design tools is preferred; proficiency with email platforms, social media platforms, and web content management systems is required. High fluency in written and spoken English is a must; knowledge of one other Indian language is essential; comfort in one of the UN official languages is desirable. Experience and/or interest in online education and/or sustainable development is preferred. The candidate must have

strong time management skills, must be able to work in a fast-paced environment and adept at learning new technologies quickly.

This offer is on an exclusive basis, which implies that other professional assignments (whether compensated or not) that bear a potential conflict of interest with IIHS cannot be undertaken.

This is a paid contractual position with a competitive salary, periodically renewable based on project requirements. The search will remain open until the position is filled.

**Location**

This position is located in Delhi.

**Review and Assessment**

The role and performance of the incumbent shall be subject to normal review and assessment systems at IIHS.

**Diversity Policy**

IIHS is an equal opportunity employer that encourages women, people with disabilities and those from economically and socially excluded communities with the requisite skills and qualifications to apply for positions.

**Contact**

The last day for applications is June 25, 2017. Please email an updated resume, along with a cover letter addressing how you meet the above requirements and writing sample (sample press release with accompanying social media posts of 300-500 words), to [sdsn@iihs.ac.in](mailto:sdsn@iihs.ac.in) (*Subject: Consultant - Communications (SDSN Project)*).



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