

The logo for the Indian Institute for Human Settlements (iihs) is displayed in white text on a dark red rectangular background. The letters 'iihs' are in a bold, lowercase sans-serif font, with a registered trademark symbol (®) to the upper right. Below the letters, the full name of the institute is written in a smaller, uppercase sans-serif font.

iihs[®]

INDIAN INSTITUTE FOR
HUMAN SETTLEMENTS

JOB DESCRIPTION

Associate - Communications

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 be an institution of eminence that 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 the Communications team

The Communication team interacts closely and regularly with all units within the institution to ensure synchronised transmission of information to external stakeholders.

Job Description

As an Associate of the IIHS Communications team, the involvement will focus on content creation and modification, proof reading, editing and liaising with all functions and programmes for content updates for newsletters and mailers. Other support activities will include communication with external organisations and media houses. The Associate will also be required to represent the institution for different forms of outreach.

Activities and Tasks

Responsibilities would include, but not be limited to, the following:

- Newsletter and mailers:
 - Liaising with teams for updates;
 - Researching for authentication of content or parts of content;
 - Proofreading content;
 - Corroborating content as required;
 - Helping create content for mailers;
- Website, Wikipedia:
 - Regularly checking the content and links on the website and update as required;
 - Modifying content for target audience;
 - Generating content for blogs from IIHS members;
 - Creating and updating Wikipedia profiles;
 - Proofreading profiles for website;
- Community Engagement and other Programmes:
 - Planning various ways of engaging with Communities;
 - Sourcing performers/groups whose activities align with IIHS concepts;
- Institutional Events:
 - Providing support for other events at IIHS as and when required;
 - Supporting the outreach initiatives;
- Creating monthly/quarterly reports:

- Newsletters, Mailers and Almanac;
- Collating Communication Training material as and when required;
- Media Relations:
 - Regular media house visits for updates on activities;
 - Liaising with journalists for mentions/coverage;
- Providing general support to activities in other areas including academics, research, operations and others;
- Participating in all activities of Institution-Building at IIHS; carrying out tasks as assigned by IIHS; and travelling on IIHS work as and when needed.

Structure and Reporting

Associate - Communications will report to the Lead - Communications at IIHS and will be required to collaborate effectively with a diverse group of internal teams and external individuals/organizations, and students.

Person Specification

The ideal candidate should

- Have a Graduate degree with major in Communication or English or Communicative English in Post-Graduation or equivalent degree;
- Have 2-3 years of relevant work experience;
- Have excellent command over English, proficiency at writing and sharp focus on details. Additionally, knowledge of the local language will be an advantage;
- Have experience in content writing, editing and proof reading;
- Have the ability to modify academic language for a larger audience who may not be experts
- Be proficient in MS Word, Excel and PowerPoint;
- Understand the basic principles of design and suggest design requirements for various types of content, as the candidate will be working closely with the IIHS Design Team to create marketing collateral;
- Possess a professional presence;
- Have the ability to connect with people and interact with colleagues from other teams
- Be able to manage both regular and rapid timelines;
- Adhere to processes and formats for planning and reporting;
- Be able to work in a multidisciplinary environment;
- Understand the legal/statutory requirements specific to IIHS and the different online platforms;
- Be willing to analyse and learn from feedback.

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.

The search will remain open until the position is filled.

Location

This position is based in Bengaluru and may entail travel to other locations in India.

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.

To apply

If you are interested to explore this opportunity with us, please fill the online application form by clicking [here](#). (You can also click on the “Apply Now” button at the end of the Job Description displayed on the website).

Contact

Please write to us at hr@iihs.co.in if you need any clarifications while filling the online application form.



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