

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 registered trademark symbol (®) to the upper right. The logo is set against a dark red rectangular background.

**iihs**®

INDIAN INSTITUTE FOR  
HUMAN SETTLEMENTS

**JOB DESCRIPTION**

# Communications Manager - Communications and Design

## 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 and Design Function

The Communications and Design Function cuts across and works closely with all programmes within IIHS, handling the content, branding and visual design of all communication products and is responsible for helping maintain institutional reputation.

## Job Description

IIHS is looking for a seasoned and versatile communications professional with experience in the development sector to create, manage and help implement plans and programmes to reach out to multiple stakeholders and wider networks, with a focus on enhancing institutional reputation.

The communications mandate will involve in-depth learning and understanding of the programmes, functions and labs at IIHS. The ideal candidate will have a deep understanding of communications principles, exceptional writing skills, and a proven track record of successfully managing projects and teams. This role offers the opportunity to play a pivotal role in shaping and amplifying IIHS' messaging to key stakeholders.

## Activities and Tasks

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

- Working closely with the Head – Communications and Design, and assisting in the development and implementation of long-term and project-based communications strategies;
- Collaborating with key stakeholders to address communication needs, target audiences, and messaging priorities;
- Contributing to messaging, positioning, and branding initiatives;
- Helping manage, and produce content to engage and educate audiences across various channels;
- Contributing to/ leading the development of social media activities and campaigns across multiple channels;
- Taking charge of ensuring that the IIHS website is kept current;
- Coordinating between teams across IIHS for seamless flow and exchange of information necessary to develop collateral;

- Collecting information and data in a research-oriented manner, for content and communications strategies; and visualising data for multiple communication applications;
- Helping drive events and campaign rollouts, both internal and external;
- Contributing to the planning and implementation of communications/ outreach around institutional events;
- Assisting with media relations mandates as and when they become relevant;
- Taking up any additional responsibility that may be set from time to time;
- Providing support to other IIHS activities including academics, research, training, practice, operations and others;
- Participating in all activities of Institution-Building at IIHS; carrying out tasks as assigned by IIHS; and travelling on IIHS work within the country as and when needed.

### **Structure and Reporting**

The communications manager will report to the Head of Communications and Design at IIHS, to deliver high impact ideas, plans and campaigns and work closely with other teams across IIHS to collaboratively think through and implement communications strategies, media relations, social and digital media and content services.

### **Person Specification**

The communications manager shall have:

- A Master's degree in marketing, communications, journalism or related field;
- 8 -12 years of relevant communications experience, including experience with digital communications;
- Proven experience with communications research and strategy; media relations; developing content for various audiences; digital engagement best practices;
- Excellent written and oral communication skills;
- Knowledge of social media platforms to help with campaign and outreach planning; an understanding of how to read data to develop key learnings and takeaways;
- Experience in the development sector, content strength and design understanding would be added advantages for this role.

The ideal candidate shall have these personal traits:

- Be a team player with a positive can-do attitude and the ability to work independently to produce high quality work products;
- Have the competence to handle multiple tasks and teams;
- Have the ability to work collaboratively; be professional, well organized and result oriented with an eye for detail;
- Be flexible and able to work cooperatively under pressure;
- Have the ability and desire to stay updated on what is happening within and across IIHS and the industry;
- Have demonstrated managerial and leadership skills, reflecting in the ability to lead the planning and execution of projects; effectively manage timelines and stakeholders; and mentor younger team members to enable their professional learning and growth.

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](mailto:hr@iihs.co.in) if you need any clarifications while filling the online application form.



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