

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 its upper right. The logo is set against a dark red rectangular background.

**iihs**<sup>®</sup>

INDIAN INSTITUTE FOR  
HUMAN SETTLEMENTS

**JOB DESCRIPTION**

# Media Specialist - TNUSSP & CWIS

## **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 Media Lab**

The IIHS Media Lab is a platform that engages with questions around the urban via multiple media practices. The Media Lab's vision is to build a culture of research, teaching and pedagogy using the audio-visual medium inside and outside the classroom. In a rapidly changing complex world, the Media Lab has created a space where the use of images and sound can be a way of understanding the urban milieu and creating new forms of knowledge production. This is in keeping with the mission of the proposed IIHS IOE of being an interdisciplinary institution where different disciplinary methods are used to address urban challenges.

## **About the TNUSSP**

The Government of Tamil Nadu (GoTN) has been a pioneer in urban sanitation. The Tamil Nadu Urban Sanitation Support Programme (TNUSSP) supports the GoTN in scaling urban sanitation, particularly Fecal Sludge Management (FSM), across the state. Launched with support from the Bill and Melinda Gates Foundation (BMGF), TNUSSP functions as a technical support unit (TSU) within the GoTN's Municipal Administration and Water Supply (MAWS) department.

TNUSSP is implemented by a consortium of organisations led by the Indian Institute for Human Settlements (IIHS).

## **About the Trichy CWIS Project**

Trichy has been selected as one of eight cities under the City-Wide Inclusive Sanitation (CWIS) initiative by the Bill and Melinda Gates Foundation. CWIS cities are expected to move towards achieving the Sustainable Development Goal for sanitation to ensure safe, inclusive, and financially sustainable sanitation services, and serve as global benchmarks.

The Trichy CWIS project is guided by the urban local body and delivered by a consortium of partners led by IIHS. While the project aims to improve overall sanitation outcomes in Trichy across the full cycle of sanitation, it focuses on improvement of service delivery to the urban

poor and vulnerable. The project also attempts to mainstream sanitation into existing initiatives, showcase innovations and systematically document and share learnings (particularly with a view to enabling replication).

### **Job Description**

The Practice programme at IIHS is responsible for providing cutting-edge and integrated solutions to India's urban development challenges by bringing together faculty and experts across diverse domains of knowledge and practice, exposing learners to real-life problems, and integrating practice into academics and research. TNUSSP and CWIS are flagship projects of the Practice programme.

The Media Specialist - TNUSSP & CWIS will be responsible for supporting project communications for the TNUSSP and CWIS projects through videos, photos and audio.

The candidate must be able to showcase the work of the programme, while also helping raise the profile of urban sanitation on the whole by creating engaging and interesting content.

This is a contractual project-based engagement for an initial term of 11 months, renewable on mutual consent, and with the potential to turn into a regular position over time.

### **Activities and Tasks**

Responsibilities would include, but not be limited to:

- Providing assistance as needed for shooting and editing all TNUSSP related audio-visual material;
- Providing assistance as needed for TNUSSP social media campaigns;
- Providing assistance as needed in conducting audio-visual workshops for various stakeholders;
- Assisting in the execution of the TNUSSP/ CWIS project communications plan;
- Supporting the team with media, communications and online/offline training including films and videos that are interviews, for social media, in-house communication, training as well as strategic and crisis communications;
- Providing assistance as needed in preparing scripts and storyboards, scheduling during pre-production for films on TNUSSP-CWIS, videos for social media, interviews, profile videos of people, and other AV needs of the organisation as they arise;
- Providing assistance in creating films and other visual material for campaigns (both online and offline) that TNUSSP-CWIS organise through the year;
- Providing assistance in documenting and archiving all TNUSSP-CWIS audio-visual outputs;
- Coordinating with multiple teams and resources for delivering outputs;
- Supporting other Media Lab work, as and when required;
- Providing support to all media related activities including building and maintaining all such relationships;
- 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 or outside the country as and when needed.

## **Structure and Reporting**

The Media Specialist – TNUSSP & CWIS will be an External Consultant coordinating with the Lead – Media Lab at IIHS or to any other person designated by the Lead, and will be required to collaborate effectively with a diverse group of internal teams and external individuals/organisations, and students.

## **Person Specification**

The candidate should have:

- A Bachelor's or Master's degree in Mass Communications, Journalism, Film making or other related field with a minimum of 2 to 4 years of relevant work experience; prior experience in working on documentaries and/or films would be preferred;
- Videography (including handling DSLR and/or video cameras) skills; a flair for shooting, with strong attention to detail;
- Audiography skills, with the ability to capture clean audio during interviews and to create soundscapes for videos being produced;
- Editing, to be able to put together videos with clear messaging and storylines;
- Footage archival skills;
- A good understanding of, and the ability to, work on social media platforms as and when needed;
- Proficiency with the Adobe suite is an added advantage;
- Proficiency in English and Tamil, both spoken and written;
- The ability to work successfully within a team, and to coordinate effectively with multiple other teams;
- The ability to work under pressure and tight deadlines;
- Quick learning ability along with flexibility, curiosity and interest in working with colleagues from different streams of the project;
- Excellent interpersonal skills, and the ability to work in an interdisciplinary environment;
- Proficiency in Microsoft Office applications, including MS Word and other desktop publishing software.

This is a contractual project-based engagement for an initial term of 11 months, renewable on mutual consent, and with the potential to turn into a regular position over time. 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 the IIHS cannot be undertaken.

The search will remain open until the position is filled.

## **Location**

This position is based in Chennai with extensive travel within Tamil Nadu and 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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