

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**®

INDIAN INSTITUTE FOR  
HUMAN SETTLEMENTS

**JOB DESCRIPTION**

Content Writer – Communications  
& 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 & Design Team

The Communications & 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 content professional with experience in writing both short and long form content across platforms and varied formats. The role offers immense scope for content creation on numerous subjects; the ideal candidate will be able to combine depth in storytelling for long form content and quick captures for social media formats.

This is a contractual 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, the following:

- Helping develop and produce content to engage audiences and stakeholders across various channels;
- Helping develop newsletters, websites and other communication products;
- Contributing to the development of social media content and campaigns;
- Contributing to keeping the IIHS website current;
- Distilling work from research and practice, and other programmes at IIHS, and writing content in accessible formats;
- Collaborating with multiple teams across IIHS, to find the stories within the work, that showcase the breadth and depth of individual projects, collaborations and people;
- Ensuring consistency in tonality of content across channels (both internal and external), with rigorous and thoroughness of approach;
- Using research-oriented methods (as applicable) to collect information and data for content and communications strategies;
- Looking at content holistically and beyond written text, demonstrating an understanding of those consuming the content;

- 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 Content Writer – Communications & Design will be an External Consultant coordinating with the Head of Communications & Design or with any other person designated by the Head; they will also collaborate with other teams across IIHS to deliver high quality content.

### **Person Specification**

The Content Writer shall have:

- A Bachelor's or Master's degree in communications, journalism or related fields;
- 3-5 years of writing/content experience including some experience with digital communications; and development sector experience (or some knowledge of/ interest in the sector) would be preferred;
- Excellent written and oral communication skills;
- Appreciation for research, in theory and practice, and across their work;
- Experience with writing across formats;
- Knowledge of, and experience with, social media platforms would be an advantage.

The Content Writer will be required to:

- Be a team player with a positive can-do attitude and the ability to work independently to produce high quality work products;
- Have the ability to handle multiple tasks and collaborate across teams;
- Be professional, well organised 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 across IIHS and within the industry.

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 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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