

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

Senior Manager – 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 & 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 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 candidate will work across existing content, digital and communication products, with the ability to innovate and imagine other relevant formats.

Activities and Tasks

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

- Driving the development and implementation of long-term and project-based communications strategies;
- Helping develop and produce content to engage and educate audiences across various channels, and helping develop newsletters, blogs, graphics, websites, social media, etc.;
- Contributing to the development of social media activities and campaigns across multiple channels;
- Ensuring that the IIHS website is regularly updated to keep it current;
- Collaborating with multiple teams across IIHS for seamless flow and exchange of information necessary to develop collateral;
- Driving events and campaign rollouts, both internal and external; overseeing the execution of online events, including outreach and marketing plans;
- Planning and implementing media relations mandates as and when they become relevant;
- Managing and mentoring younger team members;

- 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 Senior Manager – Communications will report to the Head of Communications & Design 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 Senior Manager shall have:

- A Bachelor's or Master's degree in marketing, communications, journalism or related fields;
- 12-15 years of relevant communications experience including experience with digital communications; development sector experience (or some knowledge of/ interest in the sector) would be an added advantage;
- Proven experience with communications research and strategy; media relations; developing content for various audiences; digital engagement best practices;
- Research orientation in collecting information and data for content and communications strategies;
- 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 would be an added advantage;
- Strong leadership and people management skills.

The Senior Manager 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 teams, and work collaboratively;
- 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 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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