

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 Specialist - Tamil Nadu
Urban Sanitation Support Programme
(TNUSSP)

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 Tamil Nadu Urban Sanitation Support Programme (TNUSSP)

The TNUSSP was launched in November 2015, as the Technical Support Unit (TSU) for the Government of Tamil Nadu (GoTN) to make improvements in fecal sludge and septage management (FSSM) along the full cycle of sanitation (FCS) across Tamil Nadu. A consortium of organisations, the programme is led by the Indian Institute for Human Settlements (IIHS) to make clean water and sanitation accessible.

For more information on TNUSSP, please see <https://tnussp.co.in/>

Job Description

The communications specialist will be a part of the TNUSSP core team, responsible for supporting the planning and delivery of project and programme-level communications and public engagement. The incumbent will be actively involved in setting the direction and implementation of the outreach and public engagement strategy of the TNUSSP projects, with a focus on knowledge dissemination and branding.

S/he will work closely with the TNUSSP staff on programme/ project and external communications. The role will also require working in close coordination with the IIHS Communications & Design team to ensure that project and programme communications are harmonised with the core communication strategy and design at the institutional level.

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

Activities and Tasks

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

- Supporting the Communications team in the strategising, planning, development and implementation of the communications and outreach work of TNUSSP;
- Helping develop, produce and disseminate content to engage and educate audiences across various channels via. newsletters, blogs, graphics, website content, and social media posts, with particular emphasis on knowledge products/ collaterals, based on institutional priorities;
- Helping drive online and onsite events and campaign rollouts - internal and external;

- Assisting in business development efforts, including pitch notes and presentations, as and when relevant;
- Providing support to other IIHS activities including academics, research, training, practice, operations and others, including contributions to keeping the IIHS and TNUSSP websites up to date;
- 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 communications specialist will be an External Consultant coordinating with the Communications Manager – TNUSSP & CWIS, or with any other person designated by the Team Leader – TNUSSP; 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 Bachelor's or Master's degree in Journalism, Communications, Marketing or similar discipline;
- 2 - 5 years of experience in external communications, journalism, public relations, or content creation for development organisations, corporates, or educational institutions;
- Experience in communications research and strategy, media relations, developing content for various audiences, digital engagement best practices, network management, and event planning and management would also be highly desirable;
- Sound writing skills; the ability to juggle between short and long forms of writing for diverse audiences and media;
- Basic design skills; working knowledge of Canva and Adobe Express;
- Basic understanding of CRM and contact database management on platforms like Brevo;
- Team working skills; the ability to multitask and meet deadlines;
- Effective communication skills in English, both oral and written; fluency in Tamil would be an added advantage.

This is a contractual position for an initial term of 11 months, renewable on mutual consent, 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 IIHS cannot be undertaken.

The search will remain open until the position is filled.

Location

This position is based in Chennai 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@ihs.co.in if you need any clarifications while filling the online application form.



iihs®

INDIAN INSTITUTE FOR
HUMAN SETTLEMENTS

IIHS Bengaluru City Campus

197/36, 2nd Main Road, Sadashivanagar, Bengaluru 560 080. India.

T: +91 80 6760 6666 | F: +91 80 2361 6814

IIHS Chennai

Floor 7A, Chaitanya Exotica, 24/51 Venkatnarayana Road, T Nagar Chennai

600 017. India. T: +91 44 6630 5500/6555

IIHS Delhi

803 Surya Kiran, 19 Kasturba Gandhi Marg, New Delhi 110 001. India.

T: +91 11 4360 2798 | F: +91 11 2332 0477

IIHS Mumbai

Flat No.2, Purnima Building, Patel Compound, 20-C, Napean Sea Road,

Mumbai 400 006. India. T: +91 22 6525 3874

www.iihs.co.in