

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 text is set against a dark red rectangular background.

iihs[®]

INDIAN INSTITUTE FOR
HUMAN SETTLEMENTS

JOB DESCRIPTION

Communications Specialist / Senior
Specialist – 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 versatile communications professional, preferably with experience in the development sector, to help develop and execute comprehensive communication strategies across various channels. The incumbent will 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. S/he will help 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.

This could be either a regular position or a 11- month contractual engagement, 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:

- Assisting in 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;
- Collecting information and data in a research-oriented manner, to strengthen communications and content;
- Helping manage the mailing database, including contributing to its growth;

- Contributing to keeping the IIHS website current;
- Coordinating between teams across IIHS for seamless flow and exchange of information necessary to develop collateral;
- Helping drive events and campaign rollouts, both internal and external;
- Working with teams across IIHS on events and assisting in organising online events through outreach and marketing plans;
- 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 specialist/ senior specialist will report to the Head of Communications and Design at IIHS or to any other person designated by the Head, and will be required to collaborate effectively with a diverse group of internal teams and external individuals/organizations, and students.

Person Specification

The communications specialist/ senior specialist shall have:

- A Bachelor's or Master's degree in marketing, communications, journalism or related field;
- 2 - 7 years of relevant communications experience, including some experience in digital communications;
- Prior experience with communications mandates including developing content; managing a social media calendar, and decent proficiency in the various tools required for all the aforementioned;
- 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 would be an added advantage.

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 while meeting deadlines;
- Have the ability to 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 within across IIHS and the industry.

This could be either a regular position or a 11- month contractual engagement, 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 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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