

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.

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INDIAN INSTITUTE FOR  
HUMAN SETTLEMENTS

**JOB DESCRIPTION**

# Communications Specialist - IIHS Communications and Design

## **About Us**

The Indian Institute for Human Settlements (IIHS) is an interdisciplinary knowledge institution and distinct university, committed to the equitable, sustainable and efficient transformation of Indian settlements. It conducts an integrated programme of quality campus-based teaching and research, applied research/ practice-based work to deliver large-scale impact, training and lifelong learning for working professionals as well as blended learning. IIHS brings together theory and praxis around India-centric knowledge and applied research, while engaging with and drawing 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 and schools within IIHS, handling content, branding and visual design strategies and execution 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, or an interest, 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 schools, programmes, functions and labs at IIHS. The ideal candidate will have a deep understanding of communications principles, exceptional writing skills, and a proven track record of successfully managing projects and teams. This role offers the opportunity to play a pivotal role in shaping and amplifying IIHS' messaging to key stakeholders.

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:

- Working closely with the Head – Communications and Design, and assisting in the development and implementation of long-term and project-based communications strategies;
- Collaborating with key stakeholders to address communication needs, target audiences, and messaging priorities;
- Helping manage and produce content to engage and educate audiences across various channels;
- Contributing to and helping create social media strategies across multiple channels, both organic and paid;
- Ensuring that the IIHS website is kept current;
- Coordinating between teams across IIHS for seamless flow and exchange of information necessary to develop communication plans and collateral;
- Helping drive events and campaign rollouts, both internal and external;
- 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 or outside the country as and when needed.

### **Structure and Reporting**

The Communications Specialist will be an External Consultant coordinating with the Head - Communications and Design or with any other person designated by the Head, 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 communications specialist shall have:

- A Master's degree in marketing, communications, journalism or related field;
- 6-8 years of relevant communications experience, including experience with digital communications;
- Proven experience with communications research and strategy; media relations; content design 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; proficiency with analytics and the ability to draw inferences to develop key learnings and takeaways;
- Experience in the development sector, content strength and design understanding would be added advantages for this role.

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 and teams;
- 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 and across IIHS, and the industry;
- Have demonstrated managerial and leadership skills, reflecting in the ability to lead the planning and execution of projects; effectively manage timelines and stakeholders; and mentor younger team members to enable their professional learning and growth.

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. 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](mailto:hr@iihs.co.in) if you need any clarifications while filling the online application form.



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