

**Job Description for the post of
Manager/ Assistant Manager (Corporate Communication) at
IIIT-D
July, 2015**

Position Brief

IIIT Delhi, a Research University set up by the Government of NCT of Delhi, is seeking a high caliber and seasoned communications professional to create and enhance the research image and brand of the University under the supervision of the Faculty In-charge. The Manager/ Assistant Manager (Corporate Communication) is responsible for developing and implementing media and communications strategies that produce measurable results in both traditional and online media outlets. The University is often referred to as Institute, since the University consists of just one entity, the Institute.

**Designation: Manager/ Assistant Manager (Corporate
Communication)**

Responsibilities

- Act as the coordinator for all messaging initiatives.
- Be the single point of contact for local, national, and international news media, of all formats – print, electronic, and online.
- Leverage all relevant media including but not limited to social media, internal announcements, advertisements, fliers, mailers, information booklets, posters, press releases, and posts on IIIT-D website.
- Help with developing & designing annual University reports, University and department level brochures, admissions brochures, program brochures, placement brochure, and event brochures.
- Represent IIIT-D at various professional, academic, and industry events in order to increase visibility of IIIT-D among participating audiences.
- Assist in developing and editing newsletters and creating editorial guidelines for students published on-campus magazines.
- . help in developing/ designing & improving website contents.
- Support in presenting Institute events to help IIIT-D brand image.
- Develop, design and post messages on various social media channels to highlight achievements by students & faculty, events etc.

Employment type: Full-time, Regular (initially a three (03) years contract will be given).

Candidate profile

Required

- At least 6/3 (Manager/ AM level) years of overall work experience in the education/ research domain would be an added advantage.
- Should have excellent writing skills (English & Hindi both) and ability to use the principles of marketing & communications.
- Proficient with Microsoft Office Suite and communications-related programs such as Quark, InDesign, Adobe Illustrator, Dreamweaver/ photoshop.
- Proficiency in use of social media platforms like facebook, Twitter and Youtube.

Desirable

- Ability to take initiatives and drive them to conclusion.
- Knowledge of media operations including print, broadcast, online and social media.
- Good at networking, the person should have a prior track record of building a relevant media contact base.

Education

A post graduate degree in English/ Mass Communication / PR or journalism with some exposure to marketing communication, or content development.

Reporting: Faculty In-charge of communication, IIIT-D

Compensation

Pay Scale: Rs. 21,000-44,500/ 17,200-39,000 (Equivalent to Pay band with grade pay of 5400/4600 in Govt), depending upon the experience. In addition, DA will be applicable as per Central Govt rates. Other benefits like HRA/ Leased Accommodation, LTC, Telephone Reimbursement etc, which are generally same as in IITs, will also be applicable.

The CTC at the initial of the scale for Manager will be Rs. 85K and for Assistant Manager will be Rs. 64K. Additional Increments can be given to suitable candidates.

Promotion: Attractive promotion scheme for competent individuals.

Higher Qualification: The Institute encourages acquiring higher qualification on part time basis and also supports the selected candidate for professional development.

Location: New Delhi (Okhla, Phase III, near Govind Puri Metro Station)

Contact details: Manager, HR, Anoop Singh, email: anoop@iiitd.ac.in

Age Limit: 40/ 35 Years.

General Information/Condition/Instructions:

1. The appointment will be on Regular (initially a three (03) years contract will be given).
2. Prescribed qualifications are minimum and the mere fact that a candidate possesses the same will not entitle him/her to be called for interview.
3. The level/ designation will be decided by Selection Committee based on the performance of the candidate in interview.
4. Shortlisted candidates will be informed for interviews through e-mails only.

5. The institute reserves the right to restrict the number of candidates for interview to a reasonable limit, on the basis of qualification and experience.
6. The institute also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
7. The institute reserves the right not to recruit against any or all the posts.
8. Qualifications/experience and age may be relaxed for exceptional candidates.
9. The candidates may be considered for higher/lower grade/ scale depending upon their profile.
10. The selected candidates will be expected to join within one month from the offer of appointment.
11. The applications received will be accessible under RTI Act only up to six months from the date of closing.
12. Reservation as per norms exist. The preference will be given to OBC/SC category. However, In case of non-availability of candidates from reserved category, the post will be filled from General Category. Candidate may specify the category they belong to and attach documentary proof for the same.

Campus:

IIIT-D has a modern campus spread over 25 acres of land in South Delhi at Okhla, Phase III, New Delhi.

How to apply:

The complete CV with names and contact information (email, telephone number) of at least three references thru mail @ admin-hr@iiitd.ac.in with subject "**Post of Manager/ Assistant Manager (Corporate Communication) at IIIT-D**" latest by August 05, 2015. Shortlisted candidates will be invited for an interview in last week of August.

Recommended Pro forma of Applicant's Resume

The resume should have the following sections. The applicant can add other sections too, if they think they provide significant information about them.

1. Name of the applicant
2. Date of Birth
3. Category (General/ SC/ST/ OBC/PH)
4. Post applied for
5. Education record
6. Professional summary
 - Provide a brief summary of your work experience in 5-6 statements

7. Detailed work experience

- Start with the most recent employment
- List employer name, site of posting, duration of employment, job title, key responsibilities and achievements

8. Professional activities (optional)

9. References

- List names of at least three referees, who can testify your work experience, skills, achievements, and personal integrity.
- Provide their names, current designation, current employer, location, e-mail addresses, and landline or mobile phone numbers

10. Contact details

- Postal address, e-mail address, social media profile and mobile phone number.