

Advertisement for the Post of Senior Manager/ Manager (Communications) at IIT Delhi

Applications are invited for the position of Senior Manager/ Manager (Communication) at the Indraprastha Institute of Information Technology (IIIT) Delhi, a state University recently created by an Act of Delhi Govt. IIIT Delhi is a research-led institute, fashioned after IITs.

Post Code: 01

Post: Senior Manager/ Manager (Communications)

Nature of Post: Regular (initially a limited term contract will be given, which will be extended based on performance). **Part Time option is also available.**

Job Description/ Role:

- Design and develop communications campaigns around events, initiatives, and achievements of IIIT-D
- Leverage all sorts of media including but not limited to social media, internal announcements, fliers, mailers, information booklets, posters, press releases, and posts on IIIT-D website
- Help with developing annual University reports, University and department level brochures, admissions brochures, program brochures, placement brochure, and event brochures.
- Set up IIIT-D's Communications Office whose initiatives should facilitate and increase quality of admissions and placements and create interest in industry and overseas Universities for research collaborations with IIIT-D and better visibility for IIIT-D's brand among various stakeholders.
- Represent IIIT-D at various professional, academic, and industry events and conferences in order to increase brand visibility of IIIT-D among participating audiences.
- Be the single point of contact (SPOC) for local, national, and international news media, of all formats – print, broadcast, and online.
- Assist in developing and editing newsletters and creating editorial guidelines for students published on-campus magazines.
- As owner of IIIT-D's website, set up guidelines for posting and editing content on the website.
- Regularly review and refine content on IIIT-D's website to ensure that content is current, relevant, accurate, and in tune with the brand objectives of IIIT-D.
- Act as the sole custodian of IIIT-D's Brand and lead IIIT-D's media, PR, and brand initiatives.

Reporting to: Director, IIIT-Delhi

Pay and Other Benefits

Pay Scale : ₹22,200-45,700/ 21,000-44,500 (Equivalent to PB-3 with grade pay of ₹ 5,400/6,600 in Govt), depending upon the experience. In addition, DA will be applicable as per Central Govt rates. Other benefits like HRA, LTC, etc, which are generally same as in IITs, will also be applicable.

The CTC at the initial of the scale will be ₹80,000/ 60,000(approx.) Additional Increments can be given to suitable candidates. For Part-time, the compensation will be on consolidated basis depending on the profile on mutually agreed terms.

Promotion: Attractive promotion scheme, competent individuals can go up to Deputy General Manager (in PB-3).

Higher Qualification: The Institute encourages acquiring higher qualification and will support the selected candidate on a part-time basis.

Qualifications and Experience:

Essential:

Post Graduate degree in PR, marketing, journalism, business communication, marketing communications, media studies etc. with 10/5 years of relevant experience out of which the recent two years should have been spent in assignments similar to the job description and having excellent writing skills and ability to use the principles of marketing communications.

Preference would be given to those having

- Prior marketing or communications experience in an academic or research institute.
- Previous experience as a journalist in the news media, script writer in broadcast media, or online content developer.
- Good interpersonal and communication skills in English and Hindi (both oral and written).

Age Limit: 45/40 Years

General Information/Condition/Instructions:

1. The appointment will be on Regular (initially a limited term contract will be given, which will be extended based on performance). Part time option is also available. The age of retirement will be 60 years.
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 institute reserves the right to restrict the number of candidates for interview to a reasonable limit, on the basis of qualification and experience.
4. The institute also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
5. The number of posts may increase or decrease at the time of interview / short listing.
6. The institute reserves the right not to recruit against any or all the posts.
7. Qualifications/experience may be relaxed for exceptional candidates.
8. The candidates may be considered for higher/lower grade/ scale depending upon their profile.
9. The selected candidates will be expected to join within three months from the offer of appointment.
10. A person working in Govt. Organization/ Autonomous Bodies/ PSUs etc. will be required to produce the **No Objection Certificate** before the interview of OR should send his/ her application **Through Proper Channel.**
11. Reservation as per norms exist. Candidate may specify the category they belong to and attach documentary proof for the same.

Campus:

IIIT-D has a modern campus in around 25 acres in South Delhi at Okhla, Phase III.

How to apply:

The complete CV with names and contact information (email, telephone number) of at least three references thru mail @ anoop@iiitd.ac.in with subject “Post of Senior Manager/ Manager (Communication) at IIIT-D” or thru post to IIIT Delhi; Okhla Phase-III; Near Govindpuri Metro Station, New Delhi – 110020.