



Indian Institute of Information Technology, Sri City, Chittoor

Reference No: IIITS/2019/06/Staff/Consultant-Corporate Communications

Opening Date: March 27, 2019

Closing Date: April 16, 2019

Position : Consultant-Junior Level (Corporate Communications) on contract basis

Job Responsibilities:

IIIT Sri City has made significant achievements in academic and research domains. It is proposed to systematically communicate to the stakeholders for effective engagements. It is required that the Consultant leads the effort to build and manage IIIT Sri City brand through a number of ways and activities as below, and able to demonstrate significant outcomes.

- Support defining and managing institutional branding
- Update website, posters, newsletters and other marketing collaterals
- Manage Facebook, LinkedIn, Twitter and other Social Media channels with regular updates
- Interfacing with TV and Press for publication of stories, articles, etc.
- Reaching out potential UG/PG/PhD students through unified communication strategy
- Development of communication material for Placements, industrial consultancy and other outreach activities
- Collaborate with Institute's technical and cultural clubs for stories
- Proactively interfacing with external service providers, if any
- Budget planning for all marketing and communication activities
- Any other tasks as assigned by Director or other reporting officials

The initial period of engagement will be for ONE year and is extendable on mutually agreeable terms.

Qualification, Experience and Skills:

- Master's degree in communication or equivalent from reputed Institute/University
- A minimum of 5 years of experience in corporate communications or related fields.
- Strong hands on Office Automation Tools (Word, PowerPoint, Excel, etc.), Page maker, CorelDraw etc
- Very good written and oral communications skills in Telugu, English & Hindi.
- Excellent content development skills to create communication to various audience
- Sound knowledge of industry trends, technical education and social development

Type of role: Full Time (Residential)

Location: Sri City, AP

Compensation: Commensurate with qualification and relevant experience

Start Date: Immediate/ASAP

How To Apply:

Candidate possessing the requisite qualification and experience should apply with your detailed resume at careers.staff@iiits.in with subject "Resume for Consultant (Corporate Communications) - Name of the Candidate" on or before April 16, 2019. Call letters will be sent through e-mail to the candidates shortlisted for interview. Candidates called for interview will be required to attend at their own expenses.

Note:

1. Mere fulfillment of the minimum qualification will not vest any right on a candidate for being called for a written test/skill test/interview, etc.
2. The Institute reserves the right to hold written test / skill test / interview as the case may be to select candidates for these positions.
3. The Institute reserves the right of rejecting any or all the applications without assigning any reasons thereof and also to re-advertise the posts if no suitable candidates are found. Decision of the Institute will be final and binding in this regard.
4. The Institute reserves the right to relax any of the qualifications and/or experience in exceptional cases of meritorious candidates. Higher initial basic pay may be given to exceptionally qualified and deserving candidate(s). The Institute reserves the right not to fill any/some posts herein advertised, cancel the advertisement in whole or in part without assigning any reason and its decision in this regard shall be final. Canvassing in any form/bringing in any influence political or otherwise will be treated as a disqualification for the post. "Interim Enquiry will not be entertained."
5. The Institute reserves its right to place a reasonable limit on the total number of candidates to be called for interview.
6. In case of any advertent mistake in the process of screening/selection; which may be detected at any stage even after the issue of appointment letter, the institute reserves the right to modify/cancel/withdraw any communication made to the candidates.
7. Candidates shall have to produce original documents for verification at the time of appearing in Interview.
8. In case of any dispute / ambiguity / confusion that may occur in the process of selection, the decision of the institute shall be final.
9. Any corrigendum or amendment regarding this advertisement will be published on our website www.iiits.ac.in

About IIIT Sri City, Chittoor : For details please logon to www.iiits.ac.in

Sd/-
Registrar In-charge