

Recruitment for Communications Coordinator

TURN Project, Centre for Urban Policy and Governance, TISS Mumbai

August 21, 2018

Details: Part-time position, based out of Mumbai for 2 years, starting September 2018

The Role:

The Centre for Urban Policy and Governance, at TISS Mumbai is looking for a young, dynamic and motivated person to fill in the role of a Communications Coordinator – an individual with great skills in writing content for various social media platforms (Facebook, website, blog, videos and podcasts etc.) under the TURN project. (Tacit Urban Research Network). The objective of this collaborative urban research project, spanning four institutional partners – Centre for Policy Research (Delhi), Hyderabad Urban Lab, Indian Institute of Human Settlements and CUPG, is to develop and develop tacit knowledges of the urban in order to inform and influence inclusive policy frameworks.

The candidate should be organised, dynamic and able to kick start, ideate and source new content while overseeing the regular updating and management of our social media outreach avenues. The candidate should be able to handle several different teams, tasks and projects simultaneously and be flexible to deal with shifting deadlines. The position requires the candidate to assist in writing reports, documentation of research, managing the social media outreach, writing and ideating on blog posts, generating content from existing written material as well as field exercises, help with editing blog posts, help in conceptualising and producing pod casts, manage our video and photo library, and supervise the interns.

The person will have to be based out of Mumbai and the work will be equivalent to 3 full days a week. The position is for a period of 2 years starting in September 2018.

Qualifications and skills:

The candidate should have a Masters degree in social sciences or communication/media studies/journalism with 2 to 3 years of experience in social media outreach/media journalism and content curation. We are looking for someone with an interest in the city and how it works. Command over writing fluently in English is a must in both a creative and contemporary informal blogging style as well as in the more traditional report writing formal style. He or She should be familiar with editing the backend of a website, writing and editing blogposts, creating and updating websites, and have some basic knowledge of design tools such as Adobe Acrobat Pro. Candidate should know or be keen to learn some kind of video-editing software, produce podcasts and shoot and edit small video blogs. Familiarity with Google Analytics would be an added advantage.

The candidate should be proficient in Word, Excel, and Power Point.

Remuneration:

Rs. 18,000 to Rs. 24,000 per month (depending on the skills and experience of the candidate)

To apply:

Please send us your CV, 2 references and any 2 articles that you have written for the social media/work samples along with a covering letter to Dr. Ratoola Kundu (ratoola@tiss.edu) and

Radhika at radhikaraj@gmail.com on or before August 31, 2018. Please use the following in the subject line: Application for the post of Communications Coordinator, TURN.

You will be communicated by an email / Telephone call about the date and time of interview.

To know more about our Centre and the research and teaching we undertake, please visit our website: urk.tiss.edu.

PROJECT LEADER