

## **APPLICATION INVITED FOR COMMUNICATION OFFICER FOR THE TISS – CPD (CONTINUING PROFESSIONAL DEVELOPMENT)- SHORT TERM PROGRAMME SERIES**

The Communication Officer will be expected to assist in the production and communication of the programme objectives and content using different visual media tools. Knowledge of project management/ production and ability to coordinate and manage timelines and resources. Willingness to learn and be mentored in these areas with respect to the specific programme is essential.

### **Key Responsibilities:**

- The development of media, digital and print content for the CPD
- Update the activities of the CPD on TISS website and manage the content for TISS website and TISS social media handles
- Assist in preparation of presentations and documents for internal as well as external communication
- Support the promotion of different cohort for the CPD
- Anchor the production of quality video content for the online courses of CPD.
- Disseminate information across Social Media Platforms (Facebook, LinkedIn, Instagram, Twitter, YouTube) and manage comments on these for each short term programme
- Actively create a common database of alumni, interested people and reach out to them via social media to inform and promote programme updates and events.
- Develop of SoPs for the management of social media page and website for an academic year.
- Any other related work which the Sustainability committee may deem fit.

### **Qualifications:**

Applicants must be graduates/ post-graduates in any area including management studies, media studies social entrepreneurship, social sciences and education, sciences, languages, development studies. Preferably pursuing PhD at TISS and located in the Mumbai Campus.

Experience: Experience of independently handling the tasks with tight deadlines with attention to details.

Desirable: Two to three years of working on media production or in education programmes.

Skills and competencies required:

- Ability to meet deadlines and work on a range of production tasks
- Proficiency in handling spreadsheets.
- Ability to read/write/communicate in English.
- Should be excited about content creation.
- Knowledge of HTML5 / XML, Wordpress, Canva, Photoshop/CorelDraw or such design software to design brochures and templates for Social Media. Digital marketing skills and tools for the promotion of the online short term programmes.

Remuneration:

Gross monthly remuneration for the position is starting at Rs. 40000 per month. Offers shall be commensurate with the qualifications, experience and salary history of the selected candidate. The appointment will be for an initial period of three months with a possibility of further extension.

Location: Mumbai

Apply with a detailed CV to [vishal.kshirsagar@tiss.ac.in](mailto:vishal.kshirsagar@tiss.ac.in) with the subject of the email as "Application for Communication Officer, CPD-TISS" by November 13, 2024.