

## **Job Description: Content Manager**

The Centre for Urban Policy and Governance at the School of Habitat Studies, TISS Mumbai, is looking for a Content Manager. The bulk of the work involves creating, managing and updating content for two websites (one existing and one new) and for our existing social media handles (a blog site, Facebook page). The candidate will also be involved in taking the lead to initiate online engagement for a series of curated online lectures and panel events by creating background content, email list serves, google forms, setting up registration links etc. We are looking for someone who is highly motivated, capable of working alone or in small teams, passionate about urban issues, has experience of and a flair for writing and curating online content and managing online content in English. This is a full time position and involves working simultaneously on several online platforms and interfacing with multiple faculty members at the Centre and beyond.

To know more about our Centre's research and teaching work, please visit <http://urk.tiss.edu/>, or <https://theblogurk.wordpress.com/>, or <https://www.facebook.com/Centre-for-Urban-Policy-and-Governance-1633763386888535>

### **Qualification:**

We are looking for a candidate who has a Masters degree in social sciences (such as development studies, urban studies, gender or media studies) or humanities. The ideal candidate will have some experience in content writing (online or print media) preferably in urban issues. Knowledge and experience of working with Wordpress websites will be an advantage.

### **Position:**

This is a full time position for a 12 month period. This will be an online position but will involve frequent online meetings. . The selected candidate will need to join by the 1st March 2021.

The salary will range from 40,000 to 45,000 per month depending upon expertise and experience. Salary is competitive and commensurate to experience and background.

### **Last date of Application:**

The last date of application is **18<sup>th</sup> February 2021**. Only shortlisted candidates will be called for an online interview. Please send us your **CV along with two writing samples** to [ratoola@gmail.com](mailto:ratoola@gmail.com) with the following in the subject line: **Application for the position of Content Manager**.

