

**Advertisement for the position of Program & Digital Operations Manager
through Outsourcing Agency**

Program & Digital Operations Manager – 01 Post

Essential Qualification: - Graduate in any discipline preferably in mass communication.

Essential Experience: - 02 years of relevant experience.

Desirable Experience: - Experience in educational outreach, public relations, or a related field. (a) Familiarity with video production and editing software. (b) Knowledge of the higher education landscape and outreach best practices.

Job requirements/description: - Assist in planning and implementing educational outreach initiatives and programs.

- Collaborate with faculty, staff and external partners to promote educational programs and events.
- Manage and update the office website and social media channels.
- Coordinate and participate in outreach events, workshops and community engagements.
- Develop creative content for various media platforms including social media, newsletters and promotional materials.
- Monitor and evaluate the effectiveness of outreach activities and suggest improvements.

Preferable requirement: - Strong written and verbal communication skills with proficiency in graphic design software (e.g., Adobe Creative Suite) and social media management tools.

Age: - up to 40 years from the last date of the advertisement.

Salary: - 50,000/- (Consolidated) per month.

Last date of advertisement: - 25-04-2025