

**IITI DRISHTI CPS FOUNDATION**  
**(A Section 8 - Not for Profit Company)**

**Advertisement for the post of Corporate Communication Manager**

Advt. No. – IITI-DRISHTI-CPS/Sec-8/2023/04

Date: 21 August, 2023

IITI DRISHTI CPS Foundation (DRISHTI CPS) was established at IIT Indore as a Technology Innovation Hub (TIH) for System Simulation, Modeling, and Visualization under the aegis of the National Mission on Interdisciplinary Cyber-Physical Systems (NM-ICPS). The hub is being supported by the Department of Science & Technology, Government of India. More details about the company are available at: <http://drishticps.iiti.ac.in/>

**Job Title – Corporate Communication Manager & Jr. Corporate Communication Manager**

**Job Description: -**

**1. Communication Strategy Development:**

- Develop and execute comprehensive communication strategies aligned with the organization's goals and values.
- Identify target sector and tailor messaging to address their needs and preferences.
- Collaborate with cross-functional teams to ensure consistent messaging across all communication channels.

**2. Brand and Image Management:**

- Maintain a strong and consistent brand image across all communication materials.
- Develop and enforce brand guidelines to ensure alignment in visual and verbal communication.
- Oversee the creation of marketing collateral, press releases, presentations, and other materials.

**3. Media Relations:**

- Cultivate and manage relationships with journalists, editors, and media outlets.
- Monitor media coverage and manage responses to media inquiries, interviews.

**4. Internal Communication and External Communication**

- Coordinate with different departments to ensure consistent and timely dissemination of important information.
- Develop company's communication, through content for external communication channels, including the company website, social media, and newsletters.
- Craft engaging and relevant content that resonates with vision and objective of the company and enhance its brand image.
- Monitor and analyse the effectiveness of external communication campaigns and adjust strategies accordingly.

**5. Stakeholder Engagement:**

- Identify key stakeholders, startups investors, partners, government functionaries and community members.
- Develop tailored communication plans to engage and maintain positive relationships with stakeholders.

**6. Event Management:**

- Plan, coordinate, and execute corporate events, conferences, and programme launches.
- Ensure effective communication before, during, and after events to maximize impact and engagement.

**Qualifications and Skills:**

- Essential: Bachelor's Degree
- Preferable: Degree or Diploma in Communications, Public Relations, Marketing, or any related field.
- Exceptional written and verbal communication skills.
- Strong understanding of digital media and social media platforms.
- Creative thinking and problem-solving abilities.
- Proficiency in using communication tools and software.
- Strong organizational and project management skills.
- Ability to work under pressure and meet tight deadlines.
- Strong interpersonal skills and ability to collaborate effectively.
- A strategic mindset with an understanding of business goals.

**Experience: -**

- At least 2 years of experience in content creation, social media management and corporate communication.

**Compensation:** INR 30,000-60,000 per month (based on experience and performance during the interview).

Interested candidates may [click here](#) to submit the application.

Only shortlisted candidates will be called for a written test/interaction/interview. Mere fulfillment of the eligibility criteria does not entitle an applicant to be shortlisted. All the applications will be thoroughly evaluated for suitability with the company's requirements. The company reserves the right to not fill up /cancel the post advertised without assigning any reason. The position is on a contract basis initially for one year. The contract may be extended based on the requirement of the company and the performance of the candidate.