

 **INDIAN INSTITUTE OF FOREST MANAGEMENT**
POST BOX NO. 357, NEHRU NAGAR, BHOPAL-462 003

Contractual Appointment of “Social Media & PR Executive”
No. IIFM/PERS/A -69 (24)/2020

Online applications are invited up to **26/10/2020** for engagement of “**Social Media and PR Executive**” on contract basis initially for one year. For details of qualifications, experience, compensation, other eligibility conditions and application format please visit our website www.iifm.ac.in/vacancies Candidates fulfilling the above requirements may submit their application online under the link <https://erp.iifmbhopal.edu.in/iifmapp/apply/23>” uploading self-attested scanned copy of the certificates/testimonials and a brief write-up about their experience for the said position **on or before 26.10..2020. Please note that the online application will be available upto 26.10.2020 5.00 PM only.**

Chief Administrative Officer



INDIAN INSTITUTE OF FOREST MANAGEMENT
(An Autonomous Institute under the Ministry of Environment,
Forest & Climate Change),
Post Box No. 357, Nehru Nagar,
Bhopal-462003 (M.P.) India
Website: www.iifm.ac.in, Tel No. 0755 2775716, 2773799

Contractual Appointment of “Social Media & PR Executive”
No. IIFM/PERS/A -69 (24)/2020

Applications are invited from eligible candidates for contractual engagement as **Social Media & PR Executive**

Job Description

Work with Chairperson Media Relations of various programmes to coordinate all social media & PR related activities.

To organize outreach programmes under Admission Cell.

To create and disseminate newsletters, flyers, posters etc for admissions and alumni activities under PR & branding.

To maintain social media presence for these activities and monitor on daily basis.

To provide support to Admissions Chairperson in Admission campaigns.

Skills

Conversant with computers and MS Office and Office Management Practices

Good command on written and oral communication skills in English language

Skilled in handling social media.

Should be able to create newsletters, posters, social media creations (knowledge of DTP).

Qualifications and Experience

A First class Graduate with good academic record. Candidates having an MBA will be preferred. Candidates having Prior work experience in similar/equivalent capacity in leading management institutes will be a preferred.

Age limit: Maximum 35 years as on 26th October 2020.

Duration: Selected candidate will be offered a fixed term contractual appointment for a period of one year, which may be extended for a further period as required and depending upon the performance. **Candidates may please note that this is a project related position purely on contract basis for the duration mentioned above and have nothing to do with permanent establishment of IIFM.**

Remuneration: Consolidated monthly remuneration of Rs.30,000/-. The candidate shall not be eligible for any other allowances or perks.

Last date of receiving online application: 26.10.2020 5 PM.

Candidates fulfilling the above requirements may fill their submit their application online under the link <https://erp.iifmbhopal.edu.in/iifmapp/apply/23>” uploading scanned copy of the certificates/testimonials and a brief write-up on research work experience. Only shortlisted candidates will be called for online interview.

Chief Administrative officer