



# NATIONAL LAW UNIVERSITY DELHI

Sector 14, Dwarka, New Delhi - 110078

## Call for Applications: Communications Officer

### **Background:**

The National Law University Delhi is among India's leading law universities, ranked second in the National Institutional Ranking Framework for the last six years.

The University offers a five year integrated B.A., LL.B (Hons.) and one year postgraduate masters in law (LL.M), along with professional programs and certificate courses for non-lawyers. Through the All India Law Entrance Test, the university admits 123 students into the B.A.LL.B (Hons.) course and 81 students into the LL.M course.

The University has made tremendous contributions in public discourse on law through pedagogy and research. Over the last decade the university has established many specialised research centres and this includes the Centre for Communication Governance, Centre for Innovation, Intellectual Property and Competition, Centre for Corporate Law and Governance, Centre for Criminology and Victimology, and Project 39A. Through its faculty, the University has made submissions, recommendations, and worked in advisory/consultant capacities with government entities, universities in India and abroad, think tanks, private sector organisations, and international organisations.

The University is looking for a Communications Officer who will support our internal and external communications strategy, write and disseminate publicity material, respond to inquiries from the public and media, and coordinate events. Applicants should be able to think creatively, take initiative, be a team player, and have excellent communication and interpersonal skills.

### **Responsibilities:**

- Work with the University and faculty members to meet day-to-day communication needs
- Closely work with the graphic designer / visual content creator to create in-house communication products like notices, posters, advertisements, social media content, newsletters, press releases, brochures, reports, proposals etc.
- Write content for the above communications materials.
- Advise and assist NLU Delhi faculty and the university in their communication needs (including but not limited to writing press releases, statements, posters and notices, etc.)

- Ensure that brand and visual identity guidelines are followed for all outgoing communication.
- Manage day-to-day internal and external communications activities.
- Update and maintain pages on the University's website in coordination with the in-house tech / IT team.
- Regularly create and manage online content for social media, which includes Twitter, LinkedIn, Facebook and Instagram. This includes posts and tweets and photos.
- Coordinate with and assist NLU Delhi faculty with live sessions for social media, podcasts or other audio-visual medium.
- Proofread and edit content coming to the communications office.
- Organise, modify and update existing communication content, when needed.
- Support the execution of seminars, webinars, workshops etc. through publicity campaigns.
- Establish and maintain relationships with print and digital media journalists to amplify the University's various academic and research work.
- Coordinate media coverage. Manage activities like documentation, photography, videography of various events with external vendors.
- Maintain and update a database of photos, videos, audio and media coverage.
- Contribute and coordinate in development of any other communication materials like films, scripts, illustrations with external communication vendors.
- Any other work assigned by the University.

### **Eligibility**

- Master's degree in Communication / Mass Communication / Development Communications /International Relations/Social Sciences/Literature or from any other relevant field.
- 3-5 years of working experience in a communications position.
- Demonstrated experience of developing and handling digital communications.

### **Competencies**

- Communications management and execution.
- Strong knowledge of communication practices, strategies and techniques
- Excellent computer skills (MS Word, Excel and PowerPoint) and Knowledge of InDesign/Photoshop), and experience of working with multimedia tools (i.e broadcast and video or radio technology) would be an advantage.
- Attention to detail, writing, editing, proofreading skills.
- Experience in writing copy and taglines and creating in-house communication products.
- Excellent written and verbal communication skills in English.
- Awareness of the latest trends in digital communications and social media
- A keen awareness of issues of public interest
- Social media management and creation.
- Public Relations experience will be an advantage

- Ability to work methodically and meet deadlines.
- Ability to work with faculty, administration, and overall university staff across multidisciplinary teams.

**Pay Scale:** INR 50,000 per month

**Nature of Appointment:** Contractual

**Application Process:** The following materials need to be submitted digitally.

- An updated resume that includes links (URLs) to previous work done related to design, content writing, campaigns and any other work relevant to this position. Please ensure that the URLs work.
- Any other document relevant to this application not already submitted above.

**Please access the application form [here](#). Last date for submission: 23:59 Hrs/11.59 PM on February 10, 2024.**

**Conditions:**

- *The application must be submitted through the online form specified in this advertisement. Physical/ email applications will not be considered.*
- *Candidates will be shortlisted based on an assessment of their application materials submitted through the online form, and only shortlisted candidates will be called for Written Test/ Interview.*
- *Only those candidates selected for the Written Test/ Interview will be contacted. If you do not hear from the University within 4 weeks after the deadline, please assume that your application has been unsuccessful.*
- *The eligibility criteria listed here do not guarantee an interview or a final offer.*
- *NLU Delhi reserves the right not to fill the positions advertised here.*
- *NLU Delhi is an equal opportunity employer.*
- *No interim queries will be entertained.*
- *This position will be based at the NLU Delhi campus at Dwarka.*