



## **Institute of Rural Management Anand (IRMA)**

The Institute of Rural Management Anand (IRMA) is a premier, national-level Institute for Postgraduate, Doctoral and Mid-career/in-service education, training, research, and consulting in rural management. Founded in 1979, IRMA's mission is to promote all-around sustainable rural development through professional management.

### **IRMA Requires an Enthusiastic Junior Officer (Communication)**

#### **Job Description:**

The incumbent shall manage and contribute to IRMA's brand image and enhance the visibility of the Institute. The prime responsibilities of this position include the following:

- A) Content development, design, and hosting on IRMA's website and social media platforms
- B) Review institutional engagements and work in all aspects such as events, outreach, research, and academia to identify potential stories, write press releases and develop feature articles
- C) Media interface and networking with media houses (digital, social, and print) to disseminate academic, research and outreach activities
- D) Edit and prepare video content specific to each social media platform that IRMA operates on

#### **Qualification and Experience:**

The incumbent should hold a Master's degree in Public Relations/ Mass Communications & Journalism/ English language/ Rural Management with at least 55% marks in qualifying exams. Work experience in Public Relations and Communications is desirable. The incumbent should have excellent organizational skills, communication skills in English and Hindi - written and verbal - and good interpersonal skills. Skill in computer-based processing in MS Office, image, and video editing and, website management is desirable.

#### **Age:**

The applicant's age should be preferably around 25 to 30 years.

#### **Remuneration and Tenure:**

The appointment will be made purely on a three-year contract with a consolidated remuneration between Rs. 35,000/- to Rs. 40,000/- per month.

The Director, IRMA, reserves the right to make relaxations in the prescribed qualifications/ experience if found suitable.

Mere fulfilling of the minimum qualifications and experience prescribed will not make a candidate eligible to be called for an interview. Only short-listed candidates will be called for the interview. No correspondence/interim enquiries/telephonic enquiry in the matter will be entertained.

Interested candidates may please apply online by 23:59 p.m. on 10 August 2022, through <https://www.irma.ac.in/careers/careers.php>. Please ensure that the application contains a Statement of Interest and a detailed Curriculum Vitae.