

# ICAS:MP advertises the position of Public Relations (PR) Assistant with Social Media Focus (30%)

The M.S. Merian-R. Tagore International Centre for Advanced Studies “Metamorphoses of the Political” (ICAS:MP), a project of the Max Weber Stiftung India Branch Office, is looking for a

## **PR and Social Media Assistant**

The position is initially for two years with the possibility of extension. The successful candidate will report to the ICAS:MP Directors and the Head of Administration (HoA), and will assist the two Programme Officers, particularly the Programme officer Event and PR. She/he shall assist in developing a PR strategy for ICAS:MP. Her / His tasks shall include but not be limited to:

- Writing and Publishing PR texts for the project as a whole and its events
- Manage social media presence on Facebook, Instagram, Twitter and other relevant accounts
- Maintain content scheduling and proactively present social media ideas
- Writing a regular newsletter
- Documentation of events and activities (photography, video, text)
- Maintaining the PR database
- Supporting the timely dissemination of reports and other project documentation

## Qualifications

- At least a Bachelor's degree
- Strong writing skills
- Experience in social media, marketing, and public relations
- Office organisation: Logical and effective filing of documents

The successful candidate will be expected to work closely with the project management in New Delhi and the administrative partners in Germany and India. We expect sound computer skills and an excellent command of English and Hindi. Skills in Graphic Design are desirable. Knowledge of German and/or the Indian and German academic landscape are of advantage. Given the international nature of ICAS:MP (international scholars and conferences) experience of dealing with people from a diverse and international background would be an asset.

Salary in range of Rs 12,000 -14,400 (30 %) depending on qualifications and experience. Medical benefits, Annual Bonus and Employee Provident Fund would also apply.

The successful candidate will be employed by the Max Weber Foundation, which is a family-friendly, equal opportunity employer dedicated to fostering workplace equality for men and women. We particularly invite applications from women for this post. This position allows for flexible working hours and may also allow work from home. Both could be discussed during the interview. Preference will be given to candidates with disabilities. Please send your application with the usual documents (CV, certificates, names and email addresses of 2 referees) by email in PDF format to Mr. Himanshu Chawla [chawla@mwsindia.org](mailto:chawla@mwsindia.org) by 20 June 2018 and mention the position you apply for, i.e. "PR and Social Media Assistant", in the subject of your email. Postal applications will not be accepted.

Interviews will most likely be conducted on 10 and/or 11 July in New Delhi. Should you not be available at the time, please indicate this in your cover letter. Only those candidates that are shortlisted for an interview will be contacted. The position shall start at the earliest convenience of the successful candidate, ideally in August 2018.

This advertisement is subject to the definite approval of the project by the German Federal Ministry for Education and Research (BMBF).

For further information on the Max Weber Stiftung and the ICAS:MP project please see the following websites:

<http://www.maxweberstiftung.de/en/startseite.html>

<https://micasmp.hypotheses.org>