

Post: Sr. Manager/ Manager – Corporate Communication

Nature of Job	3 years Fixed Term Employment. Can be considered for extension or regular employment subject to performance evaluation.
Employment Terms & Remuneration	Sr. Manager: Scale (Rs.): 67,700-2,08,700* Manager: Scale (Rs.): 56,100-1,77,500* All other benefits would be as per SCOPE Policy and Rules. *(CDA Pattern)
Position	The position offered can be at grades higher or lower on the basis of qualification, experience and suitability of the candidate.
Qualification	Post Graduate in Marketing/Mass communications. (Full Time from a reputed and recognised Institute)
Experience	10+ years for Sr. Manager & 8+ years for Manager in Corporate Communication or similar role/function.

Job Context

The incumbent will support SCOPE leadership team as a communication strategies and his/her broad responsibilities would include creating communication plans in line with the SCOPE brand guidelines, build & foster relationship with key stakeholders and all forms of media channels, creation & governance of corporate and brand messaging, bring out SCOPE publications, networking with Public Sector Communication professionals, management of the website, organisation of major events, award functions and corporate management programmes.

Job Description:

- Initiating, managing and delivering a corporate communications strategy to develop, build brand & reputation of SCOPE amongst various stakeholder groups.
- Develop a proactive media strategy and engaging national/regional/local media channels.
- Establishing and nurturing media & press relationships and co-ordination for coverage of SCOPE news and press releases. Support in conducting press conferences. Continuous monitoring of media reports and ensuring timely appropriate responses.
- Regular engagement & interactions with Corporate Communication leads in PSEs and developing a repository of PSE best practices & approaches in communication.
- Develop content and publish monthly SCOPE's magazine KALEIDOSCOPE and E-connect (monthly digital magazine) involving invitation of articles, collating PSE news, editing and ensuring timely publications.
- Support in design and/or content creation for all publications: Annual Diaries, Calendars, Publicity Material, Annual Reports, Souvenirs, Books, Compendiums etc.
- Management of SCOPE website involving, generating creative & innovative ideas for the site, re-designing on real time basis, effective alignment of website for coverage of information on SCOPE's activities and initiatives.
- Support in organization / Co-ordination of major Events, Award functions & Management Development Programmes.
- Support in preparation of contents/write ups for DG, Chairman & the Boards for internal and external interactions, communications & addresses.
- Co-ordination with various media agencies and technical service providers for film making and creation of video snippets.

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