

<b>Designation</b>	Assistant Manager, Digital Media & Communications
<b>Number of Posts</b>	One (01)
<b>Responsibilities</b>	<p>The Centre of Excellence in Cybersecurity, Govt of Karnataka (CySecK CoE), is supported by the Dept of Electronics, IT, BT and S&amp;T, GoK and the Karnataka Innovation and Technology Society (KITS) &amp; operationalized by Indian Institute of Science (IISc). The objectives of the CoE are organized into 4 pillars:</p> <p><b><i>Skill building</i></b>  <b><i>Promotion of industry and start-ups</i></b>  <b><i>Supporting state government departments with cyber risk management</i></b>  <b><i>Research and innovation</i></b></p> <p>The responsibilities of the Assistant Manager, Digital Media &amp; Communications include the following: (but may not be limited to)</p> <ul style="list-style-type: none"> <li>• Maintain CySecK’s social media handles for effective cybersecurity awareness outreach to public</li> <li>• Identify and prepare creative content including infographics, GIFs and posters</li> <li>• Collaborate with industry partners for supplementary content for social media platforms</li> <li>• Curate and edit content for CoE’s bilingual newsletter</li> <li>• Write blogs and explainers on identified topics</li> <li>• Help to provide feedback and guidance whenever required to external design agency/ design freelancers.</li> <li>• Create / develop various creatives required by various tracks of CySecK to achieve the overall deliverables.</li> <li>• Design &amp; generate high quality images, posters, banners &amp; other creatives used for outreach &amp; visibility purposes.</li> <li>• Produce high-quality written, visual, and multimedia content tailored to target audiences</li> <li>• Develop creative and engaging content for various digital platforms, including blogs, videos, infographics, and social media posts.</li> <li>• Engage with followers, respond to comments and messages, and foster community growth</li> </ul>

<b>Employment type</b>	Full-time, fixed-term contract for three years, initially with six-month probation. Based on requirements and performance, the contract can be extended by mutual consent.
<b>Remuneration</b>	Commensurate to with experience and skill set, competitive with the industry
<b>Location</b>	Bengaluru
<b>Education</b>	Graduate in any technical degree (preferably a B.Sc or M.Sc in Animation or Design or Journalism) with good academic track records.
<b>Experience level</b>	Overall experience of 3+ years with at least 2 years in role with exposure creative deliverables, generating images, be relaxed in the case of candidates with an exceptional track record.
<b>Technical skills</b>	<ul style="list-style-type: none"> <li>• Proven experience as a Content Creator, Social Media Marketer, or similar role</li> <li>• Analytical mindset with the ability to interpret data and draw actionable insights.</li> <li>• Strong knowledge of major social media platforms and their best practice</li> <li>• Proficiency in content creation tools such as Adobe Creative Suite, Canva, or video editing software.</li> </ul>
<b>Essential Skills</b>	<ul style="list-style-type: none"> <li>• Excellent copywriting, communication, and storytelling skill</li> <li>• Strong documentation &amp; presentation skills</li> <li>• Good written &amp; publishing skills</li> <li>• Provide detailed reports and insights on social media and content marketing performance.</li> </ul>
<b>Selection Process</b>	After the closing date, the applications will be screened, and shortlisted candidates will be called for personal interviews. <u>IISc and FSID reserve the right to interview only a subset of the candidates.</u>
<b>How to Apply</b>	<p><b>Please send your CV with a cover letter and any other relevant supporting documents as a single PDF document to <a href="mailto:coe.cyseck@iisc.ac.in">coe.cyseck@iisc.ac.in</a>, with the subject line “CySecK CoE AM DM&amp;C”</b></p> <p>For any queries, please email <a href="mailto:coe.cyseck@iisc.ac.in">coe.cyseck@iisc.ac.in</a>, with the same subject line.</p>
<b>Closing date</b>	<b>12 February 2025</b>