



**NATIONAL LAW SCHOOL OF INDIA UNIVERSITY
NAGARBHAVI, BANGALORE - 560242**

Notification No. 07/2024 dated 24.09.2024

Advertisement for the position of Director – Communications and External Relations

The National Law School of India University (NLSIU) was established in 1987 to be a pioneer in legal education. Over the last three decades the University has consistently been an innovative leader in legal education and research in India and has been ranked First among Law Universities in the National Institute Ranking Framework for the last seven years.

The University invites online applications from accomplished professionals for the position of **Director – Communications and External Relations**. The role will help shape and amplify the University brand, lead the communications strategy, identify and strengthen partnerships, and work cross-functionally with other key teams across the University to build messaging resonance across channels. This is a full-time position, based out of the NLSIU campus in Bangalore involving field and desk work, and will report to the Registrar, NLSIU.

A. Job Description

S. No.	Name of Post	Director – Communications and External Relations (01 vacancy)
1.	Structure	Level 12/13/14 As per VII CPC based on the qualifications and experience of the candidate.
2.	Tenure	Permanent basis till the age of superannuation i.e. 60 years, subject to confirmation after the satisfactory completion of one years' probation.
3.	Essential Qualifications	Post - Graduate degree in any discipline with at least 55% marks. <i>Provided</i> , for candidates with benchmark disabilities, the minimum aggregate mark is 50%.
4.	Desired Qualifications	Post - Graduate degree in Communications, Human Resources, or Business Administration.
5.	Essential Experience	(i) At least fifteen (15) years of overall work experience in leadership/strategic roles; (ii) A compelling vision of the role to improve strategic partnerships with prospective students, current students, alumni, governments and funders; (iii) Significant, relevant and first-hand experience in a higher education communications role; including public relations, admissions, placements, media management and outreach; (iv) Successfully built and led diverse teams; (v) Incredibly organized, responsive, and able to effectively manage multiple projects at once and on tight deadlines; (vi) Demonstrated sensitivity, imagination, and effectiveness in responding to challenging issues; (vii) Excellent interpersonal and communication skills; (viii) Excellent entrepreneurial skills;

6.	Essential skills	<ul style="list-style-type: none"> (i) Excellent communication skills - written and oral (ii) Analytical, logical and problem solving; (iii) Planning, organising, prioritising and time management; (iv) Team management and stakeholder management skills; (v) Hands-on with Microsoft/Google/Social Media suite; (vi) Exposure to enterprise applications and office procedures; (vii) Building and maintaining relationships with the Centre and State Government and institutions/offices of Public and Private sectors; (viii) Building and maintaining relationships with staff and students.
7.	Key Duties and Responsibilities	<p>The Director - Communications and External Relations will report to the Registrar and will be responsible for the following:</p> <ul style="list-style-type: none"> • Develop, implement, and enhance strategies and internal processes across the following functions: <ul style="list-style-type: none"> ○ Communications ○ Alumni Relations ○ Careers and Placement ○ Development/Fundraising ○ Admissions • Develop and deliver a communications strategy (including branding) taking into account priorities, audience requirements, channels, timescales and resources; • Review all internal and external communication of the University; • Support and advise senior management on the delivery of internal communications; • Responsible for developing and implementing the University's Alumni Relations strategy; Drive alumni engagement; • Responsible for developing the strategic fundraising plans of the University including programme development and grant management across all research and University development projects; • Responsible for developing and implementing the University's Admissions strategy; • Responsible for the delivery of internships and placements at the University; • Plan and deliver effective and timely activity in line with each sub-function; • Build strong professional relationships with key stakeholders- internally and externally; • Ensure compliance with university policies and legislation in regard to digital technologies (e.g., web policy, social media guidelines, using e-newsletters etc.); • Coach students with career advice, runs workshops and seminars for groups of undergraduates and postgraduates, and devises new and innovative programmes that provide hands-on experiences for students.

B. Selection Process

1. Selection will take place in two parts.

a. Part 1 shall consist of review of applications by the University. Upon review of applications, candidates will be shortlisted in a 1:5 ratio as against the number of vacancies for the Interview round (Part 2).

- b. Part 2 will be an interview round wherein the Interview Selection Panel shall score candidates out of a total of 50 marks for selection to the post.
2. NLSIU reserves the right to have more than one round of interview either in person or over video conferencing and to conduct independent background checks on the candidates.
3. NLSIU reserves the right to request for references from people who are not listed in the application form but would be familiar with the candidate's previous work.

C. General Conditions

1. The prescribed essential qualifications/experience indicated are the bare minimum required for the role. Mere possession of these qualifications/experience will not entitle the candidate(s) to be called for an interview.
2. The qualifications prescribed in the table above should have been obtained from recognized Universities/Institutions.
3. Candidates will be required to produce original documents at the time of interview.
4. Where the number of applications received in response to this advertisement is large and it may not be convenient or possible for NLSIU to interview all the candidates, NLSIU reserves the right to restrict the number of candidates to be called for interview to a reasonable limit.
5. Candidates serving in Government/Public Sector Undertakings (including Boards/Autonomous Bodies) are required to submit a 'No Objection Certificate' from their current employer at the time of interview, if not submitted earlier.
6. Incomplete applications, in any form, will not be considered by the University.
7. No correspondence whatsoever will be entertained from candidates regarding the conduct or result of interview and reasons for not being called for interview.
8. Canvassing in any form/bringing in any influence political or otherwise will be treated as a disqualification for the post.
9. If information provided in an application is found to be incorrect/false, at any stage of the selection process, the candidature is liable to be cancelled and any appointment made is also liable to be terminated.
10. NLSIU is an equal opportunity employer, and we value diversity at our institution.
11. The shortlisted candidates will be intimated through email. University will make all correspondence through email only.
12. NLSIU reserves the right to withdraw the advertisement and not fill the advertised post at any time without assigning any reason.
13. The decision of the University in all matters relating to this post shall be final and binding on all candidates.
14. Any dispute regarding any matter arising pursuant to this advertisement shall be subject to the jurisdiction of courts at Bangalore.

Interested individuals are requested to go through the University's website, fill in the Application Form and upload the certificates to support their claim for educational qualifications, age, experience etc. on or before **08.10.2024**

For any clarifications in this regard, you may contact the University at the following number:

Phone: 080-23010000

Email: recruitment@nls.ac.in

Bangalore

24.09.2024

REGISTRAR