



CENTRE FOR ECONOMIC AND SOCIAL STUDIES

(Planning Dept., Govt. of Telangana & ICSSR-Ministry of Education, Govt. of India)
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Date:01/07/2024

Position: Web Content Manager

Contract Duration: 6 Months [extendable based on performance]

Salary: ₹40,000 - ₹45,000 per month

Location: Centre for Economic and Social Studies (CESS), [cess.ac.in]

About CESS: The Centre for Economic and Social Studies (CESS) is a leading research institution dedicated to the study and advancement of social and economic issues. We are looking for a dynamic and skilled Web Content Manager to join our team and enhance our online presence.

Role Overview: As a Web Content Manager at CESS, you will be responsible for collecting and managing content from faculty, administration, and other stakeholders. You will prepare and post content on our website about research activities, events, and other relevant information. Additionally, you will assist in designing, editing, and publishing CESS newsletters.

Key Responsibilities:

- Ensure website content is well-structured, user-friendly, and up to date.
- Manage various types of content, including web pages, images, videos, blog posts, guest articles, and reviews.
- Assist in the design, editing, and publication of CESS newsletters.
- Assist in handling social media of CESS

Working Hours:

- Typically, 9 am to 5 pm, Monday to Friday.
- Occasional evening and weekend work may be required for special projects or events.

Required Qualifications and Experience:

- MCA/BTech in Computer Science/MSc in Computer Science or equivalent from recognized institutes.
- Proficiency in Web Designing, Software Development, Java, Spring MVC, SQL Query, jQuery, and Database Management (PostgreSQL).
- Skills in Corel Draw, Adobe Photoshop, and editing will be an added advantage.
- Essential Experience: 3 years as a Programmer/Developer with a Software Development Company or Government Agencies.
- Age limit: Maximum 40 years.

Desired Skills:

- Highly organized and able to manage multiple projects.
- Strategic thinking and project management abilities.
- Strong writing and editing capabilities.
- Research skills to collate and summarize information for website and social media handles.
- Logical and analytical mindset.
- Technically proficient and up to date with digital trends.
- Ability to communicate clearly and confidently.

How to Apply: Interested candidates should submit their resume, a cover letter, and samples of previous work to [director@cess.ac.in] by [July 20, 2024]. Please include "**Web Content Manager Application**" in the subject line.

Join us at CESS and contribute to the dissemination of important social and economic research through engaging and effective web content. We look forward to receiving your application!



Director

Centre for Economic and Social Studies (CESS)