

INDIAN WEIGHTLIFTING FEDERATION

F. No. - IWLF-61-Recruitment-2022-23-2

Sub: - Engagement of Social Media Handling Executive (SMHE) on contractual basis.

1. Indian Weightlifting Federation invites applications for the engagement of Social Media Handling Executive on contractual basis initially for a period of 02 years extendable up to 05 years.

2. **Requirement:** One Social Media Handling Executive

3. **Educational Qualification:**

- i. **Essential:** Graduate degree in Marketing, Business Administration or related field.
- ii. **Desirable:** Post Graduate Degree.

4. **Experience:**

a) Functional:

- Min 2 years of relevant experience in digital media handling social media.
- Proven work experience as a Social media manager
- Hands on experience in content management
- Excellent copywriting skills
- Ability to deliver creative content (text, image and video)
- Solid knowledge of CrowdTangle and Google Analytics

b) Behavioral:

- Excellent communication and presentation skills, good analytical or problem solving skills.
- Good at time management & should have the ability to handle multiple projects without supervision.

5. **Key Responsibilities:**

- Performing research on current benchmark trends and audience preferences.
- Designing and implementing social media strategy to align with business goals
- Setting specific objectives and reporting.
- Generate, edit, publish and share engaging content daily (e.g. original text, photos, videos and news).
- Communicate with followers, respond to queries in a timely manner and monitor customer reviews.
- Dive engagement targets on all social media platforms.
- Suggest and implement new features to develop brand awareness, like promotions and competitions.
- Stay up-to-date with current technologies and trends in social media, design tools and application.

6. Terms and Conditions of the CEO shall be as under:

- (a) **Age limit:** Maximum 60 years at the time of appointment.
- (b) **Tenure:** The contractual engagement will be initially for a period of 2 years, extendable upto 3 years depending on the requirement or till the age of 65 years whichever is earlier.
- (c) **Remuneration:** Rs. 10,000 – Rs. 15,000 (Remuneration will be fixed in commensurate with experience and Industry Standard).
- (d) **Tax Deduction at Source:** The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment, for which the SAI will issue TDS / Service Tax Certificates, as applicable.
- (e) **TA/DA: Entitlement as per Indian Weightlifting Federation norms.**
- (f) **Extension:** Performance of the SMHE would be continuously reviewed and extension will be considered on the basis of performance review report.
- (g) **Leave:** He / She will be entitled for 18 days leave in a calendar year on a pro-rata basis. Therefore, above individuals shall not draw any remuneration in case of his/her absence for a period of beyond 30 days in a year. Also un-availed leave in a calendar year will lapse and will not be carried forward to the next calendar year.

7. **Confidentiality:**

- (a) SMHE, IWLF may not, except with the previous sanction of the SAI Committee in the bonafide discharge of his/her duties, publish a book or a compilation of articles or participate in radio broadcast or contribute an article or anonymously or pseudonymous in the name of any other person, if such book, article, broadcast, uses any information that he/she may gather during the course of employment, without the prior approval of the President, IWLF.
- (b) During the course of employment with the IWLF, the SMHE would be subject to the provisions of the Indian Official Secret Act, 1923 and will not divulge any information gathered by him/her during the period of employment to anyone who is not authorized to know.
- (c) The SMHE, IWLF engaged by the SAI Committee shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Indian Weightlifting Federation.

8. Other Conditions:

- (a) In case of performance of SMHE, IWLF is not found up to the mark, his/her services will be discontinued after giving one month notice.
- (b) Indian Weightlifting Federation reserves the right to terminate the contract, by giving thirty days' notice to the SMHE.
- (c) Eligible and willing candidates may submit their applications along with their detailed CV with subject as "APPLICATION FOR THE POST OF SMHE" to PRESIDENT, INDIAN WEIGHTLIFTING FEDERATION, email on recruit.iwlf@gmail.com and by post on the following address:

INDIAN WEIGHTLIFTING FEDERATION
C-2/18, SECTOR-31, NOIDA,
UTTAR PRADESH 201301

- (d) The application must reach by 15th December 2022 after publication of the advertisement on the website.

-Sd/-
President
Indian Weightlifting Federation