

Senior Manager – Human Resources

About Us

The Indian Institute for Human Settlements (IIHS) is a national education institution committed to the equitable, sustainable and efficient transformation of Indian settlements.

IIHS aims to establish an independently funded and managed National University for Research and Innovation focused on the challenges and opportunities of India's urban transition. The proposed IIHS University will host an integrated programme of quality campus-based education and research, training and lifelong learning for working professionals, distance and blended learning, as well as a whole array of practice and advisory services. The university will have a strong interdisciplinary orientation bringing together theory and praxis that is grounded in the South Asian context and also engages with and draws from knowledge across the globe.

For more information, please see <http://www.iihs.co.in>

Job Description

The position will be part of the People function at IIHS, and will be responsible for developing and driving People-related strategies on multiple fronts including workforce planning and budgeting, recruitment and selection, onboarding and induction of new recruits, workforce motivation and engagement, and the design of an effective learning and development program to address both organizational needs and individual aspirations.

The position will involve collaborating effectively with people at all job levels and interacting with a diverse group of individuals and personalities to ensure the achievement of functional and organizational goals.

Activities and Tasks

Your responsibilities would include, but not be limited to, the following -

- Workforce planning for the organization keeping in mind both short term requirements and long term strategic needs;
- Creation, implementation and tracking of the annual manpower budget;
- Helping build a talent pipeline for IIHS by forging partnerships with various educational institutions, consultants and forums;
- Making effective use of digital channels and the social media to attract the best talent;

- Defining clear selection criteria and designing appropriate methods and processes for candidate evaluation and selection;
- Coordinating with and aligning internal stakeholders to ensure quick decision-making and closing of positions;
- Streamlining processes for the onboarding of new joinees;
- Using creative strategies to enrich and strengthen the Induction program for new joinees;
- Designing and leading initiatives to enhance motivation and increase engagement levels across IIHS;
- Implementing an effective process for identifying and addressing the learning and developmental needs and managing the aspirations of the diverse groups within IIHS;
- Creating the annual L&D budget and defining processes and guidelines to ensure that it is utilized optimally, keeping in mind both individual aspirations and organizational needs.

This offer is on an exclusive basis, which implies that other professional assignments (whether compensated or not) that bear a potential conflict of interest with the IIHS can be undertaken only after obtaining formal consent from the IIHS.

Structure and Reporting

The Senior Manager – Human Resources will report to the Chief People Officer, and will be expected to work in close cooperation with other members of the People team. The mentoring and coaching of younger team members would also be an intrinsic part of the role.

Person Specification

Applicants should have a Master's degree in Business Administration (MBA) with a specialization in HR, and work experience of 7-10 years handling the full range of HR activities in any professional organization. An academic background or exposure to working in an organization involved in education or training would be an added advantage.

Strong listening, communication and interpersonal skills are essential for this position, as well as the ability to creatively design processes that achieve their objective without losing alignment with the culture of the organization. The applicant must have a proven ability to independently plan and execute initiatives within deadlines.

Proficiency in Microsoft Office, including Word, Excel and PowerPoint is a must, as also proficiency in the use of digital and social media to achieve functional objectives.

This is a paid full time position with a competitive salary, located in Bangalore. The search will remain open until the position is filled.

Review and Assessment

The role and performance of the candidate shall be subject to normal review and assessment systems at IIHS.

Diversity Policy

The IIHS is an equal opportunity employer that encourages women, people with disabilities and those from economically and socially excluded communities with the requisite skills and qualifications to apply for positions.

Contact

Please send an updated resume and a cover letter addressing how you meet the above requirements to:

The People Function
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Sadasivanagar
Bangalore 560080

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F: +91-80-23616814

Email: hr@iihs.co.in (*Subject : Sr. Manager - HR*)