

Manager – Placements, Internships and Career Support

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>

About the Urban Fellows Programme (UFP)

India's urban transition is unprecedented in scale and complexity. Within it lie both the opportunities of increased economic growth and employment as well as the challenges of persistent inequality, extreme deprivation and environmental degradation. IIHS has launched the Urban Fellows Programme to educate and influence the shaping of this transition. The Urban Fellows Programme (UFP) is a fully funded, nine-month, full-time, inter-disciplinary fellowship for recent graduates and young professionals from varied educational backgrounds or practice domains. The UFP 2016-17 will be based out of the IIHS Bangalore City Campus. The first batch of 35 Fellows will start in August 2016 and graduate in May 2017.

Job Description

This position will be part of the People function at IIHS, with the responsibility of delivering multi-sector placements, successful internships, and effective career development support for students graduating from IIHS, starting with the Urban Fellows Programme. The incumbent will be responsible for developing the placement and career support system, including creating a database of suitable organizations and institutions where IIHS students can potentially find full time employment and internships, reaching out and establishing relationships, and conducting regular interactive events; as well as providing support to students by advising in selecting career paths, preparing application packs, and supporting with interviews; etc. The candidate should be able to carry out market research and intelligence initiatives to identify and track placement opportunities.

This position involves regular interaction with IIHS teams, learners, advisors, and network partners to identify and engage with potential employer segments including those in private sector, public sector, consulting firms, bilateral and multilateral agencies, think tanks, development sector organizations, NGOs and others.

IIHS is commencing on its first Urban Fellows Programme for 35 learners. The selected candidate will have to start work as soon as possible to operationalize the currently agreed internship arrangements, as well as to provide placement support for the batch.

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 IIHS cannot be undertaken.

Activities and Tasks

The Manager – Placements, Internships and Career Support will be expected to provide career development support, ensure successful internships, and deliver full-batch placements for students of IIHS. Specifically, the incumbent will:

- Conduct formal and informal market research, gather market intelligence on the urban sector; develop new opportunities to generate placements nationally and internationally;
- Create and maintain a database of suitable organizations and institutions where IIHS students can potentially find full time employment and internships; establish and strengthen links with all such potential employers across diverse segments;
- Create and maintain online and offline content for placements and internships viz., placement brochures and handbooks, employer profiles and information packs, and other materials for staff, students and employers;
- Organize and conduct pre-placement sessions for outgoing students and de/briefings for interns;
- Assess prospective employer requirements, problems and enquiries and resolve them in a timely and effective manner; draw prospective employers into the IIHS placement process, make arrangements for hosting selection events and interviews on & off campus as required;
- Coordinate with experts and potential employers, inviting them for guest lectures and presentations through the year in consultation with the Academics & Research team; arrange various interdisciplinary workshops to benefit students and potential employers;
- Implement a set of common core institutional processes, standardized on best practice, to support the placements life cycle; manage and analyze data in relation to placement activity and create reports for both internal and external view; contribute to the development of external accreditation reports and participate in external accreditation reviews;
- Work as the Careers' Adviser for learner groups, providing guidance in the preparation of application and presentation packs (including CVs, letters, application forms, interview skills,

assessment centers and aptitude tests); and counseling students on career development and placement choices;

- Create an Alumni database and establish communication channels, ensuring regular communication to promote additional courses and create networking opportunities;
- Provide support to other IIHS teams and functions as required from time to time.

Structure and Reporting

This position reports to the Chief People Officer at IIHS and involves collaborating effectively with a diverse group of internal teams and external faculty/organizations, and students.

Person Specification

Applicants should have an MBA, or a Masters in Business, Psychology, Human Resources, or other related fields, with work experience of at least 8 years in the area of Placements in any educational institution or training organization. A proven track record of effective Placement delivery, along with experience in setting up robust and scalable Placement processes, is a must for this position. Exposure to working in the Urban Planning or Development Sector educational space would be an added advantage.

This position requires a motivated individual with the initiative and drive to identify and target multi-sectoral employment opportunities to ensure placements for increasing numbers of IIHS graduates every year. Strong communication, inter-personal and organizational skills are essential along with the ability to multi-task and prioritize according to the needs of the organization.

Excellent presentation skills, along with proficiency in using Microsoft Office, is a must for this role; familiarity with the use of digital and social media is desirable.

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

Location

This position is based in Bengaluru and may entail travel to other locations in India and abroad as required.

Review and Assessment

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

Diversity Policy

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 email an updated resume, along with a cover letter addressing how you meet the above requirements, to hr@iihs.co.in (*Subject : Manager – Placements, Internships & Career Support*).