

JOB DESCRIPTION

Associate – Legal &
Regulation

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

As part of IIHS' detailed legal work, we are looking for Law Associates in our Delhi and Bengaluru offices. The Associate will devote significant amount of her/his time to:

Legal Support: Assist with law, contract drafting and contract management, documentation support, institutional process drafting, assistance with legal memos and opinion writing and related support as applicable.

Research: Assist with research and academic work on aspects of urban law and policy, as relevant to IIHS.

IIHS is recruiting up to two candidates for the position of Associate-Legal & Regulation.

Person Specification

We are looking for bright and enthusiastic lawyers with at least an LL.B degree and preferably with 2-3 years of work experience in related areas with:

- Good analytical skills and a high degree of proficiency in Word and Excel;
- Excellent communication skills in written English;
- Good communication skills in Kannada or Hindi (written and spoken) is preferable;
- Ability to undertake rigorous research on contracts, case law, institutional structures and relevant legislative matters;
- Ability to understand law in contexts and propose iterative solutions;
- Ability to work in a highly inter-disciplinary team and under strict and frequent deadlines;

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.

Structure and Reporting

The Associate – Legal & Regulation will report to the Head- Legal and Regulation at IIHS.

Location

This is a paid full time position with a competitive salary, located in Bangalore or Delhi.

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: Associate- Legal and Regulation*).



IIHS Bangalore City Campus

197/36, 2nd Main Road, Sadashivanagar, Bangalore 560 080. India.
P: +91 80 6760 6666 | F: +91 80 2361 6814

IIHS Chennai

Doxa Business Centre. Level 1, No 37. T.T.K Road, Alwarpet,
Chennai 600 018. India
P: 91 44 6555 6590/4694 5511

IIHS Delhi

803 Surya Kiran, 19 Kasturba Gandhi Marg, New Delhi 110 001. India.
P: +91 11 4360 2798 | F: +91 11 2332 0477

IIHS Mumbai

Flat No.2, Purnima Building, Patel Compound, 20-C, Napean Sea Road,
Mumbai 400 006. India.
P: +91 22 6525 3874

www.iihs.co.in