iihs ™

INDIAN INSTITUTE FOR
HUMAN SETTLEMENTS

Executive Assistant for the Team Leader, Tamil Nadu Urban Sanitation Support Programme

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

IIHS is supporting the Govt. of Tamil Nadu, and is the lead agency for implementation of the TNUSSP.

About the TNUSSP
The Dept. of Municipal Administration and Water Supply, Government of Tamil Nadu Municipal (MAWS, GoTN) aims at scaling up access to safe and sustainable sanitation to all its urban areas in the next five years. Tamil Nadu will be poised to becoming a fully sanitized and healthy state, substantially eliminating open defecation, achieving improvements through the entire sanitation value chain, safely disposing an increasing proportion of its human excreta, and re-using/ recovering resources therefrom. The Bill and Melinda Gates Foundation (BMGF) is supporting GoTN to achieve the Sanitation Mission of Tamil Nadu. This support shall enable the GoTN in investing resources towards innovative solutions to achieve mission goals.

A Technical Support Unit (TSU) has been set up to be the comprehensive technical arm for the MAWS-GoTN, and assists in implementation of state-level and city-level initiatives, based on agreed parameters.   In addition, two sub-TSUs have been set up in two select urban locations. IIHS is recruiting specialists for the following components:

  i.   Improved enabling environment and governance
  ii.   Engineering and Planning
  iii.   Implementation Support
  iv.   Behaviour Change and Communications
  v.   Enterprise Development
  vi.   Capacity Building and Training
  vii.   Knowledge Management
 viii. Monitoring, Learning and Evaluation
  ix.   Governance and Enabling Framework

Job Description
The Practice Team is responsible for providing cutting-edge and integrated solutions to India's urban development challenges by bringing together faculty and experts across diverse

domains of knowledge and practice; exposing learners to real-life problems and integrating the practice into academics and research.

This is a full time position, in the Practice Team at IIHS based out of Chennai, with travel as necessary to other locations in the State and India. The deliverables of the TNUSSP Executive Assistance will be to successfully manage the Team Leader's schedule of activities related to the project including, but not limited to scheduling meetings and calls, managing communications (over e-mail, phone, etc.), managing relationships both internally with the TNUSSP and IIHS Teams as well external stakeholders, tracking implementation of activities and timely delivery of outputs, helping in reporting and documentation.

Activities and Tasks
Your responsibilities shall include, but not be limited to, the following -

1. Managing the Team Leader's schedule of work, and that of other key Team members' as advised by the Team Leader, by planning and scheduling meetings, conferences, tele-conferences, work-sessions, travel, and so on

2. Managing communications and reporting on behalf of the Team Leader and the Project Team including but not restricted to

    a. Responding to stakeholders in the normal course of communications
    b. Regular updates to the Govt., Clients and others as needed
    c. Regular updates to Internal IIHS Committees
    d. Liaise with various team to produce briefs and updates
    e. Preparing Minutes of Meeting
    f. Record keeping and maintenance of records

3. Fostering and maintaining relationships, and communicating regularly with the project team, IIHS Teams, the Govt. of Tamil Nadu, donor partners, other external stake holder organizations and any partners/funders
4. Helping the Team Leader in tracking implementation of project activities and timely delivery of outputs, and helping in reporting and documentation.
5. Providing assistance by reading, researching, and routing correspondence; drafting letters and documents; and collecting and analyzing information
6. Anchoring the organization of workshops, meetings, conferences, etc.; and participate in such events to represent the project, as needed
7. Liaising with the IIHS Operations, Finance and People teams to facilitate work coordination.
8. Working with the Team Leader and Component Leaders to proactively address and resolve issues that impact the project and help ensure timely project deliverables.
9. Carry out other tasks as assigned.

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 cannot be undertaken.

Person Specification

Applicants should hold a Master's degree in Management (business / project management) with five years' experience that included executive assistance and/or project management work. A Bachelor's degree with 5-10 years of relevant work experience will also be considered in exceptional cases.

The candidate must be a team player, have outstanding people management skills, and be proficient in spoken and written communication skills.

Candidates will preferably have prior experience of working with government. Preference will be given to candidates with Tamil language skills, and work experience in Tamil Nadu.

Structure and Reporting
The Project Manager – TNUSSP will report to the Team Leader, TNUSSP. The TNUSSP team reports to the Chief - Practice, IIHS.

Location
The position is based in Chennai, with travel as needed, to other locations in Tamil Nadu and India.

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 email an updated resume, along with a cover letter addressing how you meet the above requirements, to hr@iihs.co.in (*Subject:* TNUSSP – Executive Assistant).