

JOB DESCRIPTION

Associate – People
Function (Talent
Acquisition)

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 Talent Acquisition

Talent Acquisition is part of the People function at IIHS, and is strategically important as a critical enabler of organizational growth and sustainability. At IIHS we are recruiting top quality talent for both academic and non-academic positions. Many of our positions are in niche domains, requiring creative ways of reaching out to the right talent pool.

Job Description

The Associate - People Function (Talent Acquisition) position will play an integral role in supporting the Talent Acquisition team. This position will be contributing to the overall success of the team by providing a high level of customer service, administrative support and project coordination throughout the recruiting process. The position will be entrusted with an ongoing quest to discover talent, support building of a strong employment brand and ensure smooth relationships with both candidates and staff. The candidate will be assisting in the screening and interview process and provide other recruitment support as needed.

Activities and Tasks

The responsibilities would include, but not be limited to, the following:

- Supporting talent acquisition efforts by posting jobs and sourcing candidates;
- Assisting in screening eligible candidates;
- Scheduling and organizing interviews with shortlisted candidates;
- Keeping records of candidate interviews and ensuring regular reporting;
- Running the reference check and offer letter process;
- Maintaining the CV database;
- Managing Recruitment related administrative activities like documentation, communication & reporting.

Structure and Reporting

The Associate- Talent Acquisition will report to the Senior Manager- People Function at IIHS and collaborate effectively with a diverse group of internal teams and external faculty/organizations, and students.

Person Specification

The candidate should possess a relevant Master's degree with 2-3 years of experience in recruitment. Experience in sourcing for academic positions will be an added advantage.

Other qualifications required for this role, include:

- Demonstrated knowledge of entire lifecycle of recruitment;
- Experience and knowledge in passive and active sourcing using various job boards and social networking sites;
- Knowledge of working on and analyzing recruitment data, with an ability to use Microsoft excel effectively;
- Ability to perform administrative work of a complex nature with a high degree of proficiency;
- Strong organizational skills with a focus on details and accuracy;
- Excellent interpersonal skills and demonstrated ability to work with all levels in the organization and communicate effectively regarding sensitive and confidential matters;
- Excellent English communication skills, both verbal and written.

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.

The search will remain open until the position is filled.

Location

This is a paid position with a competitive salary, located in Bangalore.

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- Talent Acquisition*).



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