

The logo for the Indian Institute for Human Settlements (iihs) is located in the top left corner. It consists of the lowercase letters 'iihs' in a white, sans-serif font, with a small 'TM' trademark symbol to the upper right. The text is set against a dark red rectangular background.

**iihs**<sup>TM</sup>

INDIAN INSTITUTE FOR  
HUMAN SETTLEMENTS

**JOB DESCRIPTION**

Manager / Senior Manager  
– Learning & Development

## 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

Learning & Development (L&D) is a strategically important function at IIHS. The Manager/ Senior Manager – L&D will be responsible for developing and implementing an organization-wide Learning & Development strategy that facilitates and drives individual development and capacity building in line with institutional requirements.

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 individual, functional and organizational goals.

## Activities and Tasks

Responsibilities would include, but not be limited to, the following:

- Conducting Training Needs Analysis using both structured and informal methods to capture requirements across the institution; identifying current and future developmental needs at the individual level, and capacity building requirements at the institutional level;
- Conceptualizing innovative and flexible methods to address the developmental and capacity building needs identified, including identification of external training programs and conferences, the design and delivery of in-house training sessions, enrollment in online learning programs, mentoring, self-learning, and other methods as appropriate;
- Drawing up a comprehensive L&D Plan based on the developmental needs and methods identified;
- Driving and facilitating the implementation of the L&D Plan to ensure smooth execution with effective outcomes; providing thought leadership around program design and delivery;
- Monitoring and evaluation of both structured and informal methods used; making continuous improvements in the approach, process and methods as appropriate;
- Organizing and anchoring the New Hire Orientation programme to enable easy settling-in and acculturation of new joiners;
- Refining existing systems and processes, and setting up new processes as required, including: preparing and tracking the annual L&D Budget; creating and updating the Training Calendar; tracking training attendance; capturing feedback on training programs as well as conferences and workshops attended.

- Tracking L&D related data and generating regular MIS reports as required;
- Maintaining a keen understanding of learning & development trends, developments and best practices.

### **Structure and Reporting**

An integral part of the People Function at IIHS, the Manager/ Senior Manager - Learning and Development 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**

The candidate should possess a Master's degree in Organizational Design, Educational or Organizational Psychology, Business Administration (MBA) with a specialization in HR, or any other relevant degree.

Must have at least 8 years of relevant experience and a good understanding of L&D systems and processes, instructional design, content development, training delivery, and evaluation of training effectiveness. Exposure to working in an organization involved in education or training would be an added advantage.

Other qualifications required for this role include:

- High quality written and verbal communication skills, strong listening skills;
- Excellent interpersonal skills and a demonstrated ability to interact with all levels in the organization;
- Demonstrated success in implementing innovative training techniques and learning technologies, in multiple areas including managerial and leadership development areas;
- Experience in conducting organizational, program level, and individual needs analysis to identify learning and development needs; experience in running targeted development programs;
- Good knowledge of the training/learning related offerings available in the market, including relevant training organizations and service providers;
- Exposure to authoring tools, Learning Management Systems (LMS) and eLearning development systems, tools and resources.

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 Bengaluru. The role may entail travel to other locations in India.

**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](mailto:hr@iihs.co.in) (*Subject: Manager/Senior Manager – Learning & Development*).



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