

**JOB DESCRIPTION**

Manager / Senior Manager –  
Human Resources

## 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

The position will be part of the People function at IIHS, and will be responsible for designing, driving and implementing strategies related to the Talent Acquisition needs of the Institution.

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 functional and organizational goals.

## Activities and Tasks

Your responsibilities would include, but not be limited to, the following -

- Workforce planning for the institution keeping in mind both short term operational requirements and long term strategic needs and tracking of the annual manpower budget;
- Designing and implementing innovative but effective recruitment strategies to cater to the diverse and niche talent needs of the institution by using required online and offline channels
- Partnering with Line managers to advise on and manage end-to-end recruitment at all levels;
- Leading and conducting full life cycle recruitment including sourcing, pre-screening, pre-interview phone screening for Line managers; scheduling of interviews; post-selection discussions, salary fitment, negotiation and closure;
- Sending offer letters to selected candidates and initiating the on-boarding process;
- Building successful relationships to partner with third party agencies;
- Partnering with Line Managers in creating effective job postings and descriptions to accomplish goals and objectives for the open positions;
- Conducting regular follow-ups with Line managers to determine the effectiveness of recruiting plans and implementation;
- Creating and analyzing recruiting and sourcing metrics;
- Maintaining all pertinent applicant and interviewing data required for workforce planning and periodical audits;
- Refining selection criteria and designing appropriate methods and processes for candidate evaluation and fitment;

- Reviewing and streamlining of existing recruitment processes, and supporting introduction of new ones as required;
- Anchoring the design and implementation of the recruitment module for the institution's ERP implementation;
- Helping build a talent pipeline for IIHS by forging partnerships with various educational institutions, consultants and forums;
- Leading and managing the complete lifecycle for the Internship programme;
- Strengthening the Post-Doctoral Fellowship programme, and other such programmes that may be introduced to reinforce the scholastic network and talent pool at IIHS.

### **Structure and Reporting**

The Manager/ Senior Manager – Human Resources 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**

Applicants should have a Master's degree in Business Administration (MBA) with a specialization in HR and work experience of 7-10 years in the HR function, ideally in a Talent Acquisition role, at any professional organization. An academic background or exposure to working in an organization involved in education or training would be an added advantage.

Strong listening, communication and interpersonal skills are essential for this position, as well as the ability to creatively design processes that achieve their objective without losing alignment with the culture of the organization. The applicant must have a proven ability to independently plan and execute initiatives within deadlines.

Proficiency in Microsoft Office, including Word, Excel and PowerPoint is a must, as also proficiency in the use of digital and social media to achieve functional objectives. Prior exposure to (and ideally participation in) the ERP implementation of recruitment and other HR modules would be a strong added advantage.

This is a paid full-time position with a competitive salary, located in Bangalore. The search will remain open until the position is filled.

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.

### **Location**

This position is based in Bengaluru and 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@ihs.co.in](mailto:hr@ihs.co.in) (*Subject: Manager/Senior Manager – Human Resources*).



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