



**JOB DESCRIPTION**

# Assistant/Associate – Placements

## 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 Urban Fellows Programme (UFP)

India's urban transition is unprecedented in scale and complexity. Within it lie both the opportunities of increased economic growth and employment as well as the challenges of persistent inequality, extreme deprivation and environmental degradation. IIHS has launched the Urban Fellows Programme to foster a new generation of urban practitioners and change makers, to become part of shaping this transition.

The Urban Fellows Programme (UFP) is a fully funded, nine-month, full-time, inter-disciplinary fellowship for recent graduates and young professionals from varied educational backgrounds or practice domains. The UFP 2017-18 is based out of the IIHS Bangalore City Campus. The fellowship runs from August 2017 to the end of May 2018.

## Job Description

This position will be assisting in delivering multi-sector placements, internships, and effective career development support for IIHS graduates, starting with the Urban Fellows Programme.

The incumbent will help in the development of the placement and career support system and extend support in creating a database of suitable organizations and institutions where IIHS graduates can potentially find full time employment and internships.

## Activities and Tasks

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

- Liaising with faculty and student mentors to assist in the identification of opportunities for the students' internships and placements and building a database to consolidate existing and potential contacts for internships and placements;
- Maintenance of information regarding relevant placement websites and databases and undertaking research into domain-relevant online and offline resources to curate potential opportunities for students' internships and placements, and supplementing a placements database in line with the disciplinary mix and interests of the students;
- Supporting relationship building activities, providing support to graduates by preparing a resource bank for preparing CVs, resources to aid the interviewing process, as well as helping in conducting interactive events, identifying potential career paths, etc.;
- Helping with the timely dissemination of placement information and documentation to academic staff and students;

- Assisting with the coordination and follow-up on students' applications in response to different internship and placement opportunities, in accordance with contractual obligations;
- Helping ensure fair, ethical and professional work practices in accordance with the Code of Conduct.

### **Structure and Reporting**

The Assistant/Associate – Placements will report to the Senior Consultant – Academics & Research leading the UFP at IIHS and collaborate effectively with a diverse group of internal teams and external faculty/organizations, and students.

### **Person Specification**

Other qualifications required for this role, include:

- Applicants should have a Master's or higher degree either in function related fields (such as Business Management, Psychology, Human Resources, Higher Education) or in domain related fields (such as Urban Studies, Development Studies, Urban Planning, Economics, Geography, Sociology, Political Science or other relevant Social Sciences);
- 0 – 4 years of experience in student placements, either within University or similar complex organization; prior experience in the area of placements, particularly with graduates in the Social Sciences, Humanities and/ or related to the urban sector, such as Architecture, Planning, Civil Engineering etc., would be an advantage;
- Good time management and organisational skills with the ability to plan, implement and evaluate placement projects in a diverse and complex work environment under limited supervision;
- Well-developed written and oral communication skills;
- Excellent interpersonal skills with the ability to develop relationships and liaise with a wide range of internal and external stakeholders at all levels and from a broad range of cultural and socioeconomic backgrounds;
- Strong computer literacy skills and information technology capabilities with a large range of software, including Microsoft Office suite, email and web management, with the capacity to quickly learn new systems;
- Ability to work effectively as a member of a team.

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: Assistant/Associate – Placements*).



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