

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 registered trademark symbol (®) to the upper right. The text is set against a dark red rectangular background.

INDIAN INSTITUTE FOR
HUMAN SETTLEMENTS

JOB DESCRIPTION

Manager – Director's Office

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 of eminence for research and innovation focused on the challenges and opportunities of India's urban transition. The proposed IIHS University will be an institution of eminence that 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 Director' Office supports the IIHS Director in establishing a world-class interdisciplinary University and in managing: the development of the IIHS Schools and Labs; Academic, Research, Practice & Capacity building Programmes to meet global benchmarks; IIHS' global and national networks; and producing strategic and cutting-edge research and policy outputs for international and Indian public, research and private-sector partners and institutions.

In keeping with IIHS' mission and the wide range of research and practice areas of the Director (see: <http://bit.ly/2DE7rWn> and <http://bit.ly/2EftTpQ>), the Office works across a wide range of themes.

Activities and Tasks

The core responsibility of the Manager – Director's Office will be to assist the IIHS Director in managing IIHS Schools and Labs; Research, Practice, Capacity Building and Academic programmes. The position will be housed in the Director's Office to provide strategic support, in the following indicative ways:

- Development, implementation and monitoring of Strategic plans for IIHS Schools, Labs, Programmes and Functions, along with cyclical progress reviews;
- Tracking IIHS domestic and international performance, rankings and reputation, along with IIHS senior management;
- Coordination of IIHS School, Programme and project management, to deliver planned outcomes, using IIHS' ERP systems;
- Managing systems for tracking and identification of domestic and international grant and business opportunities, proposal development and submissions;
- Curating IIHS' annual calendar of internal and external, domestic and international events and processes, and managing the Director' calendar and engagements;
- Planning, running and documenting key institutional and external meetings and discussions as required;
- Driving special initiatives anchored by the Director's office from time to time: creating and communicating precise briefs, managing timelines, tracking progress, coordinating and communicating with relevant stakeholders both internal and external as relevant; working closely with other members of the Director' Office and senior management team, to enable

smooth running of institutional processes, effective implementation of decisions, and proactive problem solving;

- Participate in IIHS institution building activities; carrying out tasks as assigned by IIHS; and travel on IIHS work within or outside the country, as and when needed;
- Other duties as assigned.

Structure and Reporting

The Manager – Director's Office will report to the Director at IIHS and collaborate effectively with a diverse group of internal teams and external faculty/organizations, and students.

Person Specification

The candidate must demonstrate an ability to engage with multiple teams and across multiple disciplines central to the IIHS mission. Ideal applicants will have some domain knowledge of urbanisation-related issues, from within any discipline.

Applicants should hold academic and professional qualifications from leading universities in any field, with a Bachelor's preferably from the urban, technology, economics, management or law domains; a Master's in management and/or public policy. Seven to ten years of relevant work experience is essential.

The candidate must have excellent spoken and written communication skills in English. Effective working written and spoken knowledge of at least one Indian language is necessary. Effective knowledge of Hindi or Kannada is an advantage.

Successful candidates will possess both the desire and capacity to learn and work in a team, and expand the frontiers of practice in building 21st century knowledge institutions.

Other qualifications required for this role, include:

- Demonstrated managerial skills (including financial analysis, budgeting and project management and strategic planning) in a consulting or academic environment;
- Demonstrated experience of working with international education, R&D, public, private and development institutions;
- Demonstrated report writing and presentation skills, to international standards; experience in research and a publication record is desirable;
- Excellent interpersonal and relationship management; communication and networking; team-working and building skills;
- Expertise in using MS Office (Excel, Word, Project, PowerPoint etc.); experience in using advanced analytical, GIS, statistical and modelling tools desirable;
- Demonstrated attention to detail;
- Ability to work in a fast paced, dynamic environment; and
- Ability to work flexible hours and travel.

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 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@iihs.co.in (*Subject: Manager – Director's Office*).



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