

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

Research and Policy Consultant - 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/2nixPOL>), the Office works across a wide range of themes including: sustainable development, urban development, governance, technology, infrastructure, public policy and urban science.

Activities and Tasks

The core responsibility of the Research and Policy Consultant will be to assist the Director in the development of the IIHS Academic, Research, Practice & Capacity building Programmes to meet global benchmarks; and in producing strategic and cutting-edge research and policy outputs for international and Indian partners and institutions.

The incumbent will be responsible for providing operational inputs in the following indicative areas:

- Research and analytical support for policy development and publication on a wide range of themes (indicated above) that could lead to joint publication;
- Briefing documents on a wide range of strategic, academic and development themes;
- Content review and grant writing across IIHS Programmes and Schools;
- Speech and scriptwriting, presentation development and social media support;
- Attending domestic and international conferences, committee meetings and convenings, as appropriate - with or to represent the IIHS Director;
- Other duties, as assigned.

The position will be housed in the Executive Office of the IIHS Director.

Structure and Reporting

The Research and Policy Consultant – 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 and across multiple disciplines central to the IIHS mission. Ideal applicants must have some domain knowledge of urban issues from within any discipline, including but not limited to: public policy, management, law, economics, technology, environmental studies, urban and transportation planning; or architecture and design.

Applicants should hold academic and professional qualifications from leading universities in any field; with a Bachelor’s preferably from the urban, technology, development, design, planning, environmental sciences, economics or law domains; a Master’s in an urban, public policy, economics, management or planning-related field. A PhD with an interdisciplinary publication record will be an advantage. Seven to ten years of relevant work experience, including research, 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 knowledge and practice.

Other qualifications required for this role, include:

- Demonstrated advanced research and consulting skills in an interdisciplinary urban focused environment, with strong problem solving and quantitative skills; an established publication and citation record is desirable;
- Demonstrated experience of working with international education, R&D, public and development institutions;
- 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: Research and Policy Consultant - Director' Office*).

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