

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 its upper right. The text is set against a dark red rectangular background.

**iihs**®

INDIAN INSTITUTE FOR  
HUMAN SETTLEMENTS

**JOB DESCRIPTION**

# Senior Associate – Legal & Regulation

**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**

As part of IIHS' detailed legal work, we are looking for a Senior Associate - Legal & Regulation in our Chennai/Thiruchirapalli Office(s). The position will involve providing legal support to the IIHS operations in Chennai and Thiruchirapalli, as well as contributing to research and academic work as relevant.

IIHS is recruiting one candidate for the position of Senior Associate - Legal & Regulation.

**Activities and Tasks**

- The Senior Associate's responsibilities would include, but not be limited to, the following:  
Legal Support: Assisting with law, contract drafting and contract management, documentation support, institutional process drafting, providing assistance with legal memos and opinion writing, litigation proceedings and related support as applicable;
- Research: Assisting with research and academic work on aspects of urban law and policy, as relevant to IIHS.

**Structure and Reporting**

The Senior Associate – Legal & Regulation will report to the Head – Legal & Regulation at IIHS and collaborate effectively with a diverse group of internal teams and external individuals/organizations, and students.

**Person Specification**

We are looking for a bright and enthusiastic lawyer with at least a Bachelor's degree in Law and preferably with 4- 5 years of work experience.

Other qualifications required for this role include:

- Good analytical skills and a high degree of proficiency in Word and Excel;
- Excellent communication skills in written English;
- Good communication skills and fluency in Tamil (written and spoken);

- Ability to undertake rigorous research on contracts, case law, institutional structures and relevant legislative matters;
- Ability to understand law in contexts and propose iterative solutions;
- Ability to assist with litigation related matters;
- Ability to work in a highly inter-disciplinary team and under strict and frequent deadlines;
- Professional experience in dealing with Government agencies/entities.

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 Chennai/Thiruchirapalli after an initial period of probationary training in Delhi, 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](mailto:hr@iihs.co.in) (*Subject: Senior Associate – Legal & Regulation*).



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