

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.

INDIAN INSTITUTE FOR
HUMAN SETTLEMENTS

JOB DESCRIPTION

Associate – Design

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>

About the Design Team

The Design team at IIHS works closely with all programmes within the institution and handles the branding and visual design of all communication material. They work on the design and branding of a range of collaterals that include posters, brochures and all IIHS websites. The team also handles the visual communication and branding for all events and conferences conducted by IIHS.

Job Description

We are looking for an enthusiastic individual with the right attitude, capable of thinking within and out of the box. The candidate should have excellent communication skills and a high degree of proficiency in various graphic and design tools/software. Experience in digital/web design and programming will be preferred.

The Associate will be a part of the Design team at IIHS and will work on a range of visual design, branding and communication-related tasks and activities that fall under the purview of the Design function.

Activities and Tasks

Responsibilities would include, but not be limited to, the following:

- Visualising and designing appealing graphics and communication material for both internal and external requirements;
- Conceptualising and developing creative solutions within a quick turnaround time;
- Generating ideas for visuals, documents and presentation templates;
- Providing support to other IIHS activities including academics, research, training, practice and operations;
- Participating in all activities of Institution-building at IIHS; carrying out tasks as assigned by IIHS; and travelling on IIHS work as needed.

Structure and Reporting

The Associate will report to the Lead – Communications and Design at IIHS and will be required to collaborate effectively with a diverse group of internal teams and external individuals/ organisations, and students.

Person Specification

Applicants must have:

- 3-4 years' strong professional experience;
- Excellent proficiency in Adobe Acrobat, Adobe Photoshop, Adobe Illustrator, Adobe InDesign & CorelDraw;
- In-depth knowledge of MS Office;
- Experience in print and web/screen design;
- Great aesthetic sense, high quality work output, versatility, quick response to deadlines and a keen eye for details;
- A well rounded design portfolio;
- Good time management skills and the ability to work in a non-micro managed environment;
- High integrity and work ethics;
- Strong communication and written skills in English, Kannada or Hindi;
- Excellent inter-personal skills; the ability to work both independently and within inter-disciplinary teams;
- Exposure and experience in designing visuals and materials for Social Media campaigns (Facebook, Instagram, YouTube, and LinkedIn) would be an added advantage.

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.

To apply

If you are interested to explore this opportunity with us, please fill the online application form by clicking [here](#). (You can also click on the "Apply Now" button at the end of the Job Description displayed on the website).

Contact

Please write to us at hr@ihs.co.in if you need any clarifications while filling the online application form.



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