

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 logo is set against a dark red rectangular background.

**iihs**<sup>®</sup>

INDIAN INSTITUTE FOR  
HUMAN SETTLEMENTS

**JOB DESCRIPTION**

# Senior 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 materials. They work on the design and branding of a range of collaterals such as 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 a self-starter 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 Senior Associate will be a part of the Design team at IIHS and will be expected to independently design and deliver on a range of visual design, branding and communication-related areas.

## Activities and Tasks

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

- Overseeing all internal and external visual communication (brochures, flyers, posters, reports, websites, newsletters, e-mailers, collaterals, etc.);
- Handling projects from ideation to execution: From designing to artwork to final execution;
- Understanding the team's demands and workflows by actively engaging in concept discussion with all teams and prioritising work efficiently;
- Managing multiple deliverables, concurrently, with minimum guidance and without compromising on quality;
- Working on different branding solutions: Brand Identity, Brand Support, Outreach Design, Report Design, Website Design and Management;
- Coordinating with external vendors/printers to ensure timely delivery with no compromise on quality;

- Helping manage and mentor junior team mates by providing guidance, feedback, and assistance as required;
- 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 Senior 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:

- 9-10 years' strong professional experience;
- Excellent proficiency in Adobe Acrobat, Adobe Photoshop, Adobe Illustrator, Adobe InDesign & CorelDraw;
- In-depth knowledge of MS Office;
- Sound knowledge of Design principles like colour, typography, photography layouts and usability; awareness of the trending design practices, user experience and upcoming tools/software;
- Experience in print and web/screen design;
- Experience in designing visuals and materials for social media campaigns (Facebook, Instagram, Twitter and LinkedIn);
- 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 simultaneously on multiple projects, in a non-micro managed environment;
- High integrity and work ethics with a self-motivated, positive attitude;
- 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;
- Working knowledge in Photography, Drawing/Sketching, Animation, HTML, Web programming, WordPress or any CMS based web applications and Hosting sites on FTP 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@iihs.co.in](mailto:hr@iihs.co.in) if you need any clarifications while filling the online application form.



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