

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**

Executive Assistant to the Team  
Leader - Tamil Nadu Urban  
Sanitation Support Programme  
(TNUSSP)

## **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>

IIHS is supporting the Government of Tamil Nadu, and is the lead agency for implementation of the TNUSSP.

## **About the TNUSSP**

The Department of Municipal Administration and Water Supply, Government of Tamil Nadu Municipal (MAWS, GoTN) aims at scaling up access to safe and sustainable sanitation to all its urban areas in the next five years. Tamil Nadu will be poised to becoming a fully sanitised and healthy state, substantially eliminating open defecation, achieving improvements through the entire sanitation value chain, safely disposing an increasing proportion of its human excreta, and re-using/ recovering resources therefrom. The Bill and Melinda Gates Foundation (BMGF) is supporting GoTN to achieve the Sanitation Mission of Tamil Nadu. This support shall enable the GoTN in investing resources towards innovative solutions to achieve mission goals.

A Technical Support Unit (TSU) has been set up to be the comprehensive technical arm for the MAWS-GoTN, and assists in implementation of state-level and city-level initiatives, based on agreed parameters. In addition, two sub-TSUs have been set up in two select urban locations.

## **Job Description**

The Practice Team is responsible for providing cutting-edge and integrated solutions to India's urban development challenges by bringing together faculty and experts across diverse domains of knowledge and practice; exposing learners to real-life problems and integrating the practice into academics and research.

This is a full-time position in the Practice Team at IIHS, based out of Chennai, with travel as necessary to other locations in the State and India. The deliverables of the TNUSSP Executive Assistance will be to successfully manage the Team Leader's schedule of activities related to the project, including but not limited to: scheduling meetings and calls, managing communications (over e-mail, phone, etc.), managing relationships both internally within the TNUSSP and IIHS Teams as well as with external stakeholders, tracking implementation of activities and timely delivery of outputs, and helping with reporting and documentation.

## Activities and Tasks

Your responsibilities shall include, but not be limited to, the following:

- Managing the Team Leader's work schedule, and that of other key Team members as advised by the Team Leader, by planning and scheduling meetings, conferences, teleconferences, work-sessions, travel, and so on;
- Managing communications and reporting on behalf of the Team Leader and the Project Team, including but not restricted to
  - Responding to stakeholders in the normal course of communications;
  - Regular updates to the Government, Clients and others as needed;
  - Regular updates to Internal IIHS Committees;
  - Liaison with various team to produce briefs and updates;
  - Preparing Minutes of Meeting;
  - Record keeping and maintenance of records;
- Fostering and maintaining relationships, and communicating regularly with the project team, IIHS Teams, the Government of Tamil Nadu, donor partners, other external stake holder organizations and any other partners/funders;
- Helping the Team Leader in tracking implementation of project activities and timely delivery of outputs, and helping in reporting and documentation;
- Preparing various briefs by reading, researching, collecting and summarising information;
- Anchoring the organization of workshops, meetings, conferences, etc.; and participating in such events to represent the project, as needed;
- Liaising with the IIHS Operations, Finance and People teams to facilitate work coordination;
- Working with the Team Leader and other senior members of the team to proactively address and resolve issues that impact the project and help ensure timely project deliverables;
- 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 within or outside the country as needed.

## Structure and Reporting

The Executive Assistant - TNUSSP will report to the Team Leader, TNUSSP and will be required to collaborate effectively with a diverse group of internal teams and external individuals/organizations, and students.

## Person Specification

Applicants should hold a Master's degree in Management (business / project management) with at least 5 years' experience that includes executive assistance and/or project management work. A Bachelor's degree with 5-10 years of relevant work experience will also be considered in exceptional cases. Applicants with a background or experience in development, urban or public policy work will be preferred.

The candidate must be a team player, have outstanding people management skills, and be proficient in spoken and written communication skills.

Candidates will preferably have prior experience of working with government. Preference will be given to candidates with Tamil language skills, and work experience in Tamil Nadu.

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 the IIHS cannot be undertaken.

The search will remain open until the position is filled.

**Location**

The position is based in Chennai, with travel as needed to other locations in Tamil Nadu and India.

**Review and Assessment**

The role and performance of the candidate shall be subject to normal review and assessment systems at IIHS.

**Diversity Policy**

The 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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