

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 logo is set against a dark red rectangular background.

**iihs**®

INDIAN INSTITUTE FOR  
HUMAN SETTLEMENTS

**JOB DESCRIPTION**

# Senior Associate – Research Management

## 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 Programme

IIHS is a leading interdisciplinary urban knowledge institution in the global South. The Research programme at IIHS has developed an international reputation for inter-disciplinary, cross-scale and cross-institutional urban and regional research. Research at IIHS cuts across several disciplinary clusters and places equal emphasis on using grounded theory building and applied research to ensure the translation of knowledge into practice for national development, social impact and urban transformation.

## Job Description

The IIHS Research Programme requires a Senior Associate - Research Management to help manage projects and institutional level processes. The position requires the day-to-day managing of the programme as well as assisting on the overall planning and the execution of annual Programme plan.

## Activities and Tasks

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

- Assisting on general management of the Research Programme and projects;
- Assisting on financial management at the institutional and project levels;
- Liaising with other functions at IIHS including Communications, Finance and Legal;
- Providing assistance on grant making and proposal writing;
- Assisting on budgeting for the Programme and Projects;
- Assisting on fund raising.

## Structure and Reporting

The Senior Associate - Research Management will report to the Senior Consultant - Academics and Research at IIHS and will be required to collaborate effectively with a diverse group of internal teams and external individuals/organizations, and students.

**Person Specification**

The ideal candidate will have:

- Post graduate (Masters) degree in disciplines like the Social Sciences, Management, Communication, Administration, and/or Corporate Law;
- Experience in project management;
- Experience with Enterprise Resource Planning.

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.



**IIHS Bengaluru City Campus**

197/36, 2nd Main Road, Sadashivanagar, Bengaluru 560 080. India.  
T: +91 80 6760 6666 | F: +91 80 2361 6814

**IIHS Chennai**

Floor 7A, Chaitanya Exotica, 24/51 Venkatnarayana Road, T Nagar Chennai  
600 017. India. T +91 44 6630 5500/6555

**IIHS Delhi**

803 Surya Kiran, 19 Kasturba Gandhi Marg, New Delhi 110 001. India.  
T: +91 11 4360 2798 | F: +91 11 2332 0477

**IIHS Mumbai**

Flat No.2, Purnima Building, Patel Compound, 20-C, Napean Sea Road,  
Mumbai 400 006. India. T: +91 22 6525 3874

[www.iihs.co.in](http://www.iihs.co.in)