

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**

Associate- Information Technology

## 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

The Associate – Information Technology will be part of the Operations function team at IIHS, and will be responsible for supporting and driving information technology related functions to address organisational needs.

The position will involve collaborating effectively with people at all job levels and interacting with a diverse group of individuals and personalities to ensure the achievement of functional and organisational goals.

## Activities and Tasks

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

- Developing the processes and procedures to setup and maintain the Information Technology (IT) support infrastructure for multiple facilities by overseeing the coordination of IT installation and deployment;
- Attaining organisation's effectiveness and efficiency by delivering, and supporting strategic plans for implementing information technologies;
- Verifying application results by conducting system audits of the technologies implemented;
- Monitoring, optimising, and allocating physical and virtual storage for database systems;
- Monitoring database performance, performance tuning and query optimisation;
- Minimising risks by conducting audits and controls for secure working and protecting data;
- Ensuring the systems, policies, and procedures for disaster recovery and data archiving;
- Installation, configuration, and deploying new applications, systems software, products, and/or enhancements to existing applications throughout the enterprise;
- Administering the Enterprise Resource Planning (ERP) system;
- Maintaining professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies;
- Performing other related duties as required;

- Providing support to other IIHS activities including academics, research, training, practice and operations as relevant;
- 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 Associate – Information Technology will report to the Senior Manager – Information Technology at IIHS, Bangalore and be expected to work in close cooperation with other members of the Operations team.

### **Person Specification**

Applicants should have a minimum Bachelor's Degree in Computer Science with minimum five years of relevant work experience managing technical operations, system performance, configuration, and maintenance in IT support and deployment. Exposure to working in an organisation involved in education or training would be an added advantage.

Strong listening, communication and interpersonal skills are essential for this position. The applicant must have a proven ability to independently plan and execute initiatives within deadlines.

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

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 Delhi and may entail travel to other locations in 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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