

**JOB DESCRIPTION**

# Lead – 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 for research and innovation focused on the challenges and opportunities of India's urban transition. The proposed IIHS University 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 Lead – Information Technology (IT) is responsible for overseeing all technological aspects of the institution. The Lead - IT will play an integral role in the strategic direction and development, and the future of technology in the institution.

The Lead will be part of the Operations function at IIHS. Using a proactive and practical approach, the Lead - IT will be responsible for driving information technology related functions to attain the institution's strategic goals.

## Activities and Tasks

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

- Establishing the institution's technological vision and leading all aspects of technological development in the institution;
- Advising executive management decisions on technology related governance;
- Administering the strategic, budgetary, managerial and operational responsibilities of the IIHS's technical and information infrastructure;
- Collaborating with appropriate partners and stakeholders to assess and recommend technologies that support IIHS's mission;
- Enhancing institutional effectiveness and efficiency by defining, delivering and supporting strategic plans for implementing information technology;
- Establishing technology related quality assurance processes;
- Minimising risk by conducting audits and developing IT policies and controls for security and data protection;
- Designing and implementing systems, policies, and procedures for disaster recovery and data archiving;
- Maintaining current information about technology standards and compliances;
- Conducting research and case studies on leading edge technologies and making determinations on the probability of implementation;
- Performing other related duties as required;
- Providing general support to activities in other areas including academics, research, practice, operations and others;

- 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 Lead – Information Technology will report to the Head of Technology or any other member of senior leadership team at IIHS, and will be working in close cooperation with the key stakeholders of the Operations team. The mentoring and coaching of younger team members would also be an intrinsic part of the role.

### **Person Specification**

Applicants should hold:

- A Master's degree in computer science, information systems, engineering, business administration or related fields;
- 12-18 years' of experience in a large organisation with a complex information technology environment;
- A thorough understanding of, and broad experience with, a full range of organisation functions and systems including strategic development and planning, business analysis, finance and budgeting, information systems and technology.

Strong interpersonal skills are essential for this position, along with demonstrated competency in developing effective solutions to diverse and complex business problems. Exposure to working in an organisation involved in education or training 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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