

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.

INDIAN INSTITUTE FOR  
HUMAN SETTLEMENTS

**JOB DESCRIPTION**

# Senior Manager – Administration

## 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

As Senior Manager – Administration, you will need to manage the entire administration function in the location independently, under the guidance of the Head – Operations & Administration.

The ideal candidate will establish positive and professional relationships with multiple stakeholders across the organization and ensure consistent compliance with administration processes and policies across the institute.

The position will be part of the Administration function at IIHS.

## Activities and Tasks

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

- Managing and coordinating the overall administration activities at Bengaluru;
- Discharging responsibilities on the whole gamut of administrative areas ranging from policy compliance by staff to travel, accommodation, vendor management, contract administration, inventory management, security and safety of assets as well as personnel and adherence to legal requirements;
- Management and supervision of interior fit-outs, office design, and basic engineering concepts;
- Manage a team of staff members to discharge these responsibilities and working closely with the senior executives of the institute;
- Leading the project management initiatives of the institute for identifying new office space, vendor selection to execute office design and development, project execution, refurbishment and commissioning of the office in all respects;
- Planning, organising, directing and controlling the work activities of the team members in order to provide prompt and efficient services to internal customers;
- Ensuring facilities management, including utility operation and maintenance, for all offices in the location;
- Implementing travel and accommodation policy of the institute for new joiners and consultants in coordination with other departments;
- Initiating vendor development and identification programs for various services with the objective of maintaining sustainable and mutually beneficial relationships;

- Driving contract negotiations and finalising the selected vendors / contractors;
- Analysing the need, developing and executing the support systems and putting in place the required systems for services like security, safety, housekeeping, preventive maintenance, pantry operations, reprographics, office stationery and parking management;
- Transport management, including company owned vehicles;
- Complete arrangements for annual events, conferences, seminars and other functions of the institute organised from time to time;
- Liaisoning with government authorities, licenses department etc. for smooth and seamless compliance with required statutory and legal requirements;
- Overall supervision of the ERP Procurement Management system;
- Providing support to other IIHS activities including academics, research, training, practice, operations and others;
- Participating in all activities of Institution-Building at IIHS; carrying out tasks as assigned by IIHS; and traveling on IIHS work within or outside the country as and when needed.

### **Structure and Reporting**

The Senior Manager - Administration will report to the Head of Operations at IIHS and will be working in close cooperation with key stakeholders of the Administration team. The mentoring and coaching of younger team members would also be an intrinsic part of the role.

### **Person Specification**

- Applicants are required to possess at least a graduation or post-graduate degree in Management or relevant fields;
- 10 to 15 years of relevant experience in Administration;
- Preferably from services background, who can manage the function with requisite amount of discipline and empowerment;
- Should have excellent written and verbal communication skills, attention to details and strong organisational skills;
- Good negotiation skills;
- Target oriented and focused;
- Balance between strategic and operational focus;
- Customer service focus and commitment to delivering quality results and overcoming obstacles and challenges in a time-sensitive environment;
- Ability to create and report metrics and monitor compliance as per statutory requirements;
- Experience in ERP Procurement system is preferable;
- Ability to work in a high-pressure environment;
- Strong analytical and reconciliations skills;
- Demonstrated competency in developing effective solutions to diverse and complex scenarios;
- Ability to build strong relationships, operate as a team and utilize collaboration skills;
- Strong interpersonal skills;
- Systematic approach, multi-tasking, time management, team management and ambiguity;
- Advanced experience with MS Office including Excel and PowerPoint;

- 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.



**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)