

iihs[®]

INDIAN INSTITUTE FOR
HUMAN SETTLEMENTS

JOB DESCRIPTION

External Consultant – Documentation
Support for the 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>

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 sanitized 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) will be set up to be the comprehensive technical arm for the MAWS-GoTN, and will assist in implementation of state-level and city-level initiatives, based on agreed parameters. In addition, two sub-TSUs will be set up in two select urban locations.

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

Job Description

The Practice Team at IIHS 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.

The External Consultant - Documentation Support will be responsible for supporting the City Technical Support Unit (TSU) to document their activities and disseminate information in various formats used by IIHS. The scope of services for this position include:

- Preparing documentation plans with timelines;
- Writing and submitting reports / case studies / and other materials;
- Coordinating the production of all documents with the IIHS Word Lab and editorial teams, and designer.

This is a part time position in the Practice Team at IIHS based out of Coimbatore.

Activities and Tasks

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

- Helping the City Coordinator in documentation process of the project activities;
- Writing reports;
- Collecting case studies and documenting the best practices for the project;
- Developing checklists and tools to document project activities;
- Ensuring the security, accessibility, and proper distribution of project documents;
- Providing support for writing proposals;
- Assisting with special projects and performing other duties as assigned.

Structure and Reporting

The External Consultant - Documentation Support will be coordinating on these services and deliverables with the City Coordinator, Coimbatore (TNUSSP) and will be required to collaborate effectively with the CTSU team and external individuals/organisations.

Person Specification

The candidate is required to possess training and experience in print and/or electronic media. A background in Social Sciences/Development Studies, and a minimum 3-5 years of experience is preferred. The candidate should have excellent oral and written communication skills in English and Tamil along with a demonstrable track record as a documentation expert, especially in the social/development sector. Preference will be given to candidates with publications in leading dailies, magazines, journals or online media.

They should also have experience working in multi-disciplinary teams, possess good people management skills, and demonstrate significant competency in IT and social media skills. Preference will be given to candidates with work experience in Tamil Nadu.

This is a contractual position, renewable on mutual consent. 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 Coimbatore and may entail travel to other locations in Tamil Nadu.

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@ihs.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