

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.

INDIAN INSTITUTE FOR
HUMAN SETTLEMENTS

JOB DESCRIPTION

Trainer/ Training Coordinator
(Chennai)

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 capacity building team at IIHS runs multiple learning programmes across various locations for different stakeholders of the project. We are looking for a trainer cum training coordinator who would support us in this function.

The trainer/ training coordinator will be responsible for communicating with participants and partners, facilitating the implementation of training programmes as per the project needs, and delivering sessions as part of the programme. The role requires scheduling and managing the sessions/programmes, nominations, faculty reminders, session surveys, communication, capturing multiple data points as feed to database, reports and training delivery.

This is a contractual position for an initial term of 6 months, with the Practice Team at IIHS based out of Chennai.

Activities and Tasks

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

- Participating in creating and implementing programme roll out plans, scheduling and nominations;
- Communicating training interventions to all the stakeholders, post approval as per agreed upon timelines;
- Working with partners on programme related schedules, tracking programme progress and participation;
- Mobilising participation in liaison with the related stakeholders;
- Ensuring logistical arrangements including infrastructure, documents and training materials based on need;
- Monitoring status of the programme, regular reporting;
- Delivering training based on need;
- Preparing basic closure reports on programmes as necessary.

Structure and Reporting

The Trainer/ Training Coordinator will report to the Senior Specialist, TNUSSP at IHS and will be required to collaborate effectively with a diverse group of internal teams and external individuals/organizations. The position has no supervisory responsibilities.

Person Specification

Applicants should have,

- A background in social work, preferably MSW with experience of working on skill development programmes;
- Work experience of 3 to 4 years including experience with coordination and conducting trainings with different groups;
- Hands-on experience coordinating multiple training events;
- Strong interpersonal skills and liaising skills;
- Strong written and oral communication skills;
- Excellent systems and process understanding;
- A go-getting attitude, someone who proactively delivers;
- Language proficiency (including reading & writing) in Tamil and English; the ability to write reports in English would be an advantage.

This is a full-time contractual role for six months, renewable on mutual consent. 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 IHS cannot be undertaken.

The search will remain open until the position is filled.

Location

This position is based in Chennai 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 IHS.

Diversity Policy

IHS 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.



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