

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**®

INDIAN INSTITUTE FOR  
HUMAN SETTLEMENTS

**JOB DESCRIPTION**

# Manager – Human Resources

## 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 Manager – HR (People Function) will be part of IIHS's core HR team and will help in managing all core HR systems, processes, activities and initiatives spanning a staff member's life cycle from onboarding to exit.

The core HR team at IIHS is responsible for performance management, compensation and benefits, regulatory compliance, contract management, data management and related MIS, grievance handling, and other related areas of HR operations.

## Activities and Tasks

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

- Managing the smooth running of routine HR processes as relevant to the different categories of staff at IIHS (payroll staff, external consultants and advisors, post-doctoral fellows, interns, and contract staff): this would include on-boarding, confirmation at the end of probation, contract and internship extensions, changes in contract terms, leave and attendance management, off-boarding processes, and others;
- Running the monthly payroll process, including administering of the quarterly performance-linked variable pay components, in coordination with the Finance team;
- Helping maintain rigorous and reliable data management systems with timely updation and accurate reporting as needed; helping maintain curated staff profile data in required formats for internal circulation as well as external-facing contexts;
- Supporting and adapting to the evolving nature of the institution's ERP and HRMS platforms without compromising the integrity of HR data and MIS;
- Managing the different insurance benefits offered to IIHS staff members; ensuring timely renewals of insurance agreements without lapses; maintaining appropriate records with regular updates, tracking usage; coordinating between the insurance partners, staff members and related service providers to make sure that staff members receive appropriate care and service when in need;
- Planning, rolling out and monitoring usage of the annual health check-up facility offered to staff members; coordinating between the service providers and staff members to ensure a smooth and reliable health check-up process;
- Helping ensure complete regulatory compliance on all statutory filings and HR processes; providing required data and support on the audit process to ensure smooth audits;

- Providing support in running of the Performance Management System to ensure smooth and timely appraisal cycles;
- Helping with timely and effective handling of staff queries, requests and grievances;
- Running the exit process and coordinating with the Finance team to enable timely settlement of dues;
- Mentoring junior team members to help them perform better in their respective roles.

### **Structure and Reporting**

The Manager - HR will report to the Lead – HR in charge of all core HR operations at IIHS, and will be expected to work in close cooperation with other members and teams (Recruitment, Learning & Development) of the People Function. The position will also involve collaborating effectively with a range of teams and diverse personalities across the institution.

### **Person Specification**

Applicants should have a Master's degree in Business Administration (MBA) with a specialisation in HR and work experience of at least 8 years in the HR function of any professional organisation. An academic background or exposure to working in an organisation involved in education or training would be an added advantage.

Other attributes required for this role include:

- Good written and verbal communication, strong listening skills;
- Proficiency with quantitative data analysis and compensation structures;
- Excellent interpersonal skills with an ability to interact with inter-disciplinary teams across all levels in the organisation; cross-cultural and international exposure would be an added advantage;
- Strong process orientation and a work ethic that focuses on thoroughness of approach, rigour and attention to detail;
- A good understanding of HR-related legal and statutory requirements, including statutory filings, labour law inspections, and audits;
- Good vendor management skills;
- Proficiency in Microsoft Office (Word, Excel and PowerPoint); prior experience in the implementation of ERP and HRMS platforms 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 as required.

### **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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