

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 text is set against a dark red rectangular background.

INDIAN INSTITUTE FOR
HUMAN SETTLEMENTS

JOB DESCRIPTION

Project Manager – Digital Blended Learning

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

Digital Blended Learning is recognised as a strategically important area of future growth at IIHS. The vision for the IIHS Digital Blended Learning programme is ambitious, and involves the creation of a portfolio of Massive Open Online Courses (MOOCs) and other online/blended learning offerings spanning a range of subjects relevant to the study of the Urban, for both domestic and international audiences.

The Project Manager – Digital Blended Learning will be in charge of creating, deploying and managing online learning courses in line with the strategic objectives of IIHS.

Activities and Tasks

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

- Being the single point contact for and owner of multiple online learning online courses and materials at IIHS;
- Preparing and implementing project plans and budgets for various online learning projects;
- Managing the creation and delivery of online learning courses and material within defined timelines, budget, and quality standards;
- Working closely with the DBL team and other internal / external stakeholders in the development process;
- Coordinating with other relevant teams at IIHS, including Academics & Research, Practice, Media Lab, the Word Lab, Outreach, and Legal & Compliance;
- Communicating regularly with partners / funders;
- Coordinating with technology partners and outsourced partners;
- Supporting the DBL team in conceptualisation of new online/blended learning opportunities, proposal writing, financial management, and quality review processes;
- Supporting the marketing outreach activities for online learning;
- Maintaining project documentation and course assets;
- Supporting other programmes at IIHS, in particular the Academics and Urban Practitioners' Programmes, in integrating online learning as part of blended learning;
- 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.

Person Specification

Applicants should have an MBA or equivalent with at least 10 years of experience, including at least 5 years in Project Management in online learning / IT / consulting services firms. The key skills / attributes required are:

- Team management, interpersonal skills, client relationship management, vendor management and proposal writing;
- An understanding of and an interest in some of the key domains and areas that IIHS is involved in;
- Demonstrated skills and experience in managing projects across multiple disciplines, in time-bound and budget-driven environments;
- Ability to understand and manage client requirements and platform requirements;
- Understanding of MOOCs and the features and capabilities of commonly used platforms like Coursera and edX;
- Ability to work individually, as a leader of a team, as part of a team, and with outsourced entities;
- Attention to detail, and attention to quality;
- Excellent English communication (written and oral) skills;
- Willingness and ability to work flexible hours from time to time;
- Experience with the research community would be an added advantage;
- Experience in managing online learning programs or other forms of learning programs is desirable.

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 within and outside 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 if you need any clarifications while filling the online application form.



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