iihs ®

INDIAN INSTITUTE FOR
HUMAN SETTLEMENTS

Visual & Graphic Design Associate - Communications and Design

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 Design Team
The Design team at the IIHS works closely with all programmes within the institution and handles the branding & visual design of all communication material. They work on the design and branding of a range of collaterals that include posters, brochures and all IIHS websites. The team also handles the visual communication and branding for all events and conferences conducted by IIHS.

Job Description
We are seeking a talented and experienced visual and graphics design associate to join our dynamic design team. This position will play a key role in creating visually compelling and engaging designs that align with our brand identity and communications objectives. The role requires a creative mindset, strong attention to detail, and a passion for producing high-quality visual content.

This is a contractual engagement for an initial term of 11 months, renewable on mutual consent, and with the potential to turn into a regular position over time.

Activities and Tasks
Responsibilities will include, but not be limited to, the following:
- Graphic Design: Creating and designing visual content for a variety of digital and print media, including but not limited to books, reports, infographics, social media graphics, event collateral, presentations, and advertisements;
- Brand Consistency: Ensuring that all design work aligns with IIHS' brand guidelines and maintaining a consistent visual identity across all channels;
- Collaboration: Collaborating closely with the design team, marketing team, and other stakeholders to understand project requirements and deliver on design briefs;
- Concept Development: Participating in brainstorming sessions and contributing innovative design ideas that drive engagement and resonate with the target audience;
- Visual Assets Management: Maintaining a well-organised library of visual assets, including images, icons, and templates for easy access and utilisation by the team;
- Design Software Proficiency: Utilizing industry-standard design software (e.g., Adobe Creative Suite) to create and edit graphics, illustrations, and other visual content;

- Quality Assurance: Conducting thorough reviews, including proofreading, to ensure that all design work meets quality standards and is error-free;
- Deadline Management: Managing multiple design projects simultaneously, meeting deadlines, and communicating effectively with team members about project status;
- Trends and Innovation: Staying up-to-date with design trends, emerging technologies, and best practices to continually enhance design skills and creativity;
- 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 travelling on IIHS work within the country as and when needed.

Structure and Reporting

The associate will be an External Consultant coordinating with the Head – Communications and Design at IIHS or with any other person designated by the Head, and will be required to collaborate effectively with a diverse group of internal teams and where needed, external individuals/organizations, and students.

Person Specification

The ideal candidate should have:

- A Design/ Art school background with a Graduate or Post Graduate degree in Graphic design, Visual Communication or a related discipline;
- Proven experience in graphic design, with 4-6 years of relevant work experience and the ability to work independently;
- A strong portfolio showcasing a diverse range of design projects and a keen eye for aesthetics;
- Proficiency in industry-standard design software, such as Adobe Creative Suite (Photoshop, Illustrator, InDesign);
- Excellent understanding of typography, color theory, and layout principles;
- Strong attention to detail and a commitment to producing high-quality design work;
- Good language proficiency in English, Kannada or Hindi; effective communication and collaboration skills; excellent inter-personal skills and the ability to work with inter-disciplinary teams;
- Strong time management skills and the ability to manage multiple projects in a fast-paced environment;
- Knowledge of web design principles and UI/UX design concepts; this would be a plus;
- Added advantage: Photography, Drawing/Sketching, Animation, Knowledge of HTML, Web-programming, WordPress or any CMS based web applications and Hosting sites on FTP.

This is a contractual engagement for an initial term of 11 months, renewable on mutual consent, and with the potential to turn into a regular position over time. 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 if you need any clarifications while filling the online application form.

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