

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. The logo is set against a dark red rectangular background.

**iihs**®

INDIAN INSTITUTE FOR  
HUMAN SETTLEMENTS

**JOB DESCRIPTION**

# Manager/ Senior Manager - Academics

## 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 for research and innovation focused on the challenges and opportunities of India's urban transition. The proposed IIHS University 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 MUP Programme

The first degree at the proposed IIHS University is a Masters of Urban Practice (MUP). The MUP's curriculum has been developed over a three year curriculum design process with leading academics and practitioners in India and globally, including MIT, University College London, the University of Cape Town and the Federal University of ABC Region, Sao Paulo, among others. The framework has been tested in IIHS' current teaching programme – the Urban Fellows Programme ([urbanfellows.iihs.ac.in](http://urbanfellows.iihs.ac.in)) – and is now being readied for launch.

## Job Description

The Manager/Senior Manager – Academics will be part of the core team for the IIHS Masters in Urban Practice (MUP) programme, and will be responsible for overall delivery of the teaching programme, along with the Programme Directors. There are broadly two set of activities expected to be delivered over the next couple of years: programme preparation and design activities, delivery and gradual scale-up from an initial class of 50 to an annual intake of 300 learners.

The Manager/Senior Manager will co-anchor all preparatory processes leading upto the launch of the programme. Key processes include: supporting curriculum development, market studies and supporting outreach, evaluation and establishment of learning, financial and academic management systems and institutional structures. While individual activities will be anchored by IIHS faculty and other team members, the Administrator is expected to pull these processes together (along with a small core team) and ensure coordination and timely delivery of outcomes.

Post-launch, the Manager/Senior Manager will transition into overall management and delivery of the programmes, including academic management, learner interaction, supporting faculty, internships and placements. The candidate will be responsible for working with young learners, and will work closely with the Programme directors to ensure smooth delivery and world class interdisciplinary learning outcomes.

The ideal candidate would be excited about helping build and deliver a best-in-class interdisciplinary post-graduate urban programme for reflexive practitioners.

### **Activities and Tasks**

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

Preparatory Activities:

- 1) Coordination, along with other key team members, of various preparatory processes towards the proposed IIHS MUP and PhD programmes in Urban Practice;
- 2) Assisting in setting up various systems and processes, including admissions, evaluation, financial and outreach;
- 3) Managing several background studies, including curriculum review, market research, assessments etc.;
- 4) Liaising with a diverse set of stakeholders (internal and external) to ensure timely launch of the programme.

Programme Delivery:

- 1) Liaising with a diverse set of stakeholders, included but not limited to faculty, learners, parents, various IIHS teams, potential employees;
- 2) Management of various processes including programme delivery, internships and placements, etc.;
- 3) Regular reporting to the Programme Directors to ensure timely delivery, and highlighting critical concerns and risks;
- 4) Providing support to the learners and faculty, as required;
- 5) Supporting the content delivery process which includes classroom based learning, immersion visits to different Indian cities, a Bangalore-based Practica, skill labs, and master classes.

### **Structure and Reporting**

The Manager/Senior Manager – Academics will report to the MUP Programme Directors.

### **Person Specification**

- Minimum 8 years' work experience (or equivalent);
- Post-Graduate education in Education, Behavioral Sciences, Development Studies, Urban Planning, Public Policy, Management, Technology, Architecture, Economics or related fields;
- Prior experience in academic management and administration or a similar domain preferred;
- PhD and prior teaching or counseling experience are an advantage;
- Prior demonstrated interest in the urban/development sector is preferred.

The candidate should have excellent communication and analytical skills, and demonstrated ability to work with inter-disciplinary and diverse teams. She/He should have good project management skills, including the ability to manage multiple inter-related processes, create and track budgets, and work to tight timelines.

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 candidate shall be subject to the review and assessment systems at IIHS.

**Diversity Policy**

The 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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