

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.

**iihs**<sup>®</sup>

INDIAN INSTITUTE FOR  
HUMAN SETTLEMENTS

**JOB DESCRIPTION**

Manager – Business Development  
and Project Management

## 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 Practice Programme at IIHS

This position will be part of the Practice Programme at IIHS. The Practice Programme is responsible for providing cutting-edge and integrated solutions to India's urban development challenges by bringing together faculty and experts across diverse domains of knowledge and practice; exposing learners to real-life problems; and integrating practice into academics and research.

## Job Description

The Manager – Practice Office will be part of the core Practice team, responsible for supporting and building the Practice Programme. The key roles of the Manager will include business development, programme and project management (including setting up and managing processes), relationship building with key partners and collaborators, and knowledge management. The Manager will need to work across multiple practice/ project teams and other programmes at IIHS.

## Activities and Tasks

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

### Business Development (Growing the Practice Programme):

- Generating business development strategies, including periodic updates on the market landscape;
- Contributing towards streamlining and strengthening the grant development process to ensure bids and proposals are timely and comprehensive;
- Tracking opportunities and sharing the same with the Chief - Practice, Team Leads and project managers on a regular basis;
- Supporting the Chief Practice, Team Leads and project managers in the proposal development process ;
- Contributing towards regular updation of the external market/landscape including development and, annual updation of a Practice programme marketing strategy document;
- Managing the production of proposal deliverables and coordinating the overall bid process including technical, financial and contractual elements;

- Managing the interface among various programs, administration, procurement, finance and legal;
- Setting up processes for record keeping and archiving, including a database of previous projects, lessons learnt from previous projects, and standardised CVs of potential team members.

#### **Programme Management: (Running the Practice Programme):**

- Setting up and standardising processes and protocols for budgeting, project, financial and risk management across projects, and ensuring that these are followed;
- Regular MIS reporting on the Practice Programme and projects as needed by the Director, senior leadership team, and Practice team as relevant;
- Project Management: Ensuring documentation, financial management, timely collation and delivery of project reports (internal and external); monitoring & evaluation, and adherence to ethics protocols; assessment of key impacts, closure reports; development of project specific risk registers and their regular updation and communication in coordination with programme and project managers who hold primary responsibility for these at project level;
- Risk Management: Working with project teams to identify and mitigate risks;
- Tracking and facilitating Practice publications, policy briefs and case study development.

#### **Network Building and Communication (Diffusion, Learning & Impact):**

- Contributing towards the management of practice engagement with the Academics, Research, UPP, DBL Programmes and the multiple Labs at IIHS;
- Contributing towards identifying key partners, collaborators and consultants including, supporting the management of established networks;
- Developing a communication and public engagement strategy for the IIHS Practice programme, and ensuring its operationalisation in coordination with the Communications team at IIHS including, updating the IIHS and programme/project websites, the Practice newsletter, social media, seminars and lectures;
- Developing a dissemination and knowledge management strategy for the Practice programme in coordination with the Word Lab, Library & IT teams;
- Developing a capacity building and digital blended learning strategy for the Practice Programme in coordination with the UPP and DBL Programmes and the Media Lab.

#### **Structure and Reporting**

The Manager – Practice Office will report to the Chief - Practice at IIHS and will be required to collaborate effectively with a diverse group of internal teams and external individuals/organisations, and students.

#### **Person Specification**

The ideal candidate should have:

- A Bachelor's Degree in any field (preferably in Urban/ Planning/ Economics/ Environmental/ Commerce/Social Sciences) and a Master's Degree in Urban Management/ Planning/Architecture/Engineering/MBA/Social Sciences/Public Policy or a related field;
- A total of 8 to 10 years of experience with at least 5 years in the urban sector;

- Business development and marketing experience; competence in the preparation of proposals through the whole bid and project life cycle from tender evaluation and bidding award of the contract to closure;
- Demonstrable skills and previous experience in financial analysis, budgeting and project management, experience in setting up processes and systems preferred;
- Excellent communication, relationship management, team-building and interpersonal skills; and an ability to work in inter-disciplinary, cross-sectoral teams;
- Experience of winning and successfully delivering knowledge and implementation based projects such as those in the urban domain;
- Experience in working with consulting firms and donors, e.g. FCDO (Foreign, Commonwealth & Development Office), the World Bank, the Asian Development Bank, EU (European Union);
- Demonstrated project experience and ability to manage projects with Urban Local Bodies, Central and State Government departments and agencies in India;
- Proficiency with computer applications such as MS Office, MS Projects;
- Excellent oral and written communication skills combined with strong analytical skills in relevant areas;
- Willingness to travel extensively as required both within and outside the country.

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 New Delhi/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](mailto:hr@iihs.co.in) if you need any clarifications while filling the online application form.



**IIHS Bengaluru City Campus**

197/36, 2nd Main Road, Sadashivanagar, Bengaluru 560 080. India.  
T: +91 80 6760 6666 | F: +91 80 2361 6814

**IIHS Chennai**

Floor 7A, Chaitanya Exotica, 24/51 Venkatnarayana Road, T Nagar Chennai  
600 017. India. T: +91 44 6630 5500/6555

**IIHS Delhi**

803 Surya Kiran, 19 Kasturba Gandhi Marg, New Delhi 110 001. India.  
T: +91 11 4360 2798 | F: +91 11 2332 0477

**IIHS Mumbai**

Flat No.2, Purnima Building, Patel Compound, 20-C, Napean Sea Road,  
Mumbai 400 006. India. T: +91 22 6525 3874

[www.iihs.co.in](http://www.iihs.co.in)