

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/Senior Manager - 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 is part of the Communications and Design Function and works closely with all programmes within the institution, handling the branding and visual design of all communication material. The team works 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

Leading a team of graphic designers, the Manager/Senior Manager – Design will be responsible for the design and delivery of all internal and external visual communication at IIHS. The role will involve working concurrently on multiple projects, handling them from ideation to execution.

We are looking for an enthusiastic individual, with the right attitude, capable of thinking within and out of the box. The candidate shall have excellent communication skills and high degree of proficiency in various graphic and design tools/software; experience in digital/web design and programming will be preferred.

The position requires good language skills in English, Kannada or Hindi. S/he shall have excellent inter-personal skills, and be comfortable in working with inter-disciplinary teams.

Activities and Tasks

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

- Supervising a team of graphic designers and also handling design workload in a hands-on manner when needed;
- Overseeing all internal and external visual communication (brochures, flyers, posters, reports, websites, newsletters, e-mailers, collaterals, etc.);
- Handling projects from ideation to execution: From design to artwork to final execution;
- Actively engaging in concept discussions with internal teams and stakeholders;

- Managing multiple deliverables, concurrently, with minimum guidance and without compromising on quality;
- Working on different branding solutions: Brand Identity, Brand support, Outreach Design, Report Design, Website design and management;
- Coordinating with external vendors/printers to ensure timely delivery with no compromise on quality;
- Helping in the management of teammates by providing guidance, feedback and direction;
- 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 traveling on IIHS work within or outside the country as and when needed.

Structure and Reporting

The Manager/Senior Manager – Design will report to the Head – Communications and Design at IIHS and will be required to collaborate effectively with other teams across the institution.

Person Specification

The ideal candidate should have:

- A Graduate or Post Graduate degree in Design or a related discipline;
- 10 to 12 years of strong professional experience;
- High proficiency in Adobe Acrobat, Adobe Photoshop, Adobe Illustrator, Adobe InDesign, XD & CorelDraw;
- Sound knowledge of Design principles like Colour, Typography, Photography, Layouts and Usability;
- In-depth knowledge of MS Office;
- Hands-on experience of managing websites and web-based technologies (PHP, CSS, JavaScript, Ajax, HTML);
- High proficiency in web programming and CMS based tools like WordPress, Moodle, Joomla etc.;
- Experience in print and web/screen design;
- Exposure and experience in designing visuals and material for social media campaigns (Facebook, Instagram, Twitter and LinkedIn);
- Great aesthetic sense, high quality work output, versatility, quick response to deadlines and a keen eye for detail;
- A well-rounded design portfolio;
- Awareness of trending design practices, user experience and upcoming tools/software;
- Understanding of process workflow and the ability to prioritise work efficiently;
- Ability to work in a non-micro managed environment;
- High integrity and work ethic;
- Good language skills in English, Kannada or Hindi;
- High levels of self-motivation and direction with a 'can do' attitude;

- Strong time management skills and experience of working on multiple projects simultaneously;
- Added advantage: Photography, Drawing/Sketching, Animation, Web Server configuration & management and Online collaboration tools like Asana, Slack etc.

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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