

iihs[®]

INDIAN INSTITUTE FOR
HUMAN SETTLEMENTS

JOB DESCRIPTION

Associate – Legal & Regulation

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

As part of IIHS' detailed legal work, we are looking for a candidate to fill the full-time position of Associate - Legal & Regulation in our Delhi office.

Activities and Tasks

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

- Legal Support (primary):
 - Assisting with legal and regulatory matters;
 - Contract drafting and contract management;
 - Transactional advisory and drafting, preferably with experience of:
 - matters pertaining to the 'not for profit' sector;
 - procurement and tendering;
 - construction contracts (Works, Design Build, PPP models);
 - transactional elements of IPR related matters;
 - Providing documentation support;
 - Institutional process drafting;
 - Assisting with legal advisory, memos and opinion writing, litigation proceedings and related support as applicable;
 - Undertaking legal and regulatory due diligence;
- Research (secondary):
 - Assisting with research and academic work on aspects of urban law and policy, as relevant to IIHS;
- 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.

Structure and Reporting

The Associate – Legal & Regulation will report to the Head – Legal & Regulation or persons designated by the Head – Legal & Regulation at IIHS, and will collaborate effectively with a diverse group of internal teams and external individuals/organisations, and students.

Person Specification

We are looking for a bright and enthusiastic lawyer with a minimum of Bachelor's degree in Law and around 2 years of work experience in relevant areas, including preferably, experience of dealing with legal and regulatory issues in the non-for-profit sector.

Other qualifications required for this role, include:

- Excellent analytical skills and a high degree of proficiency in Microsoft Word and Excel;
- Excellent communication skills in written English;
- Good communication skills and fluency in Hindi/Kannada (written and spoken);
- Ability to undertake rigorous research on contracts, labour law, taxation law, privacy/data protection legislation, case law, institutional structures and relevant legislative matters, with pronounced evidence of strong drafting and transactional skills;
- Ability to understand law in contexts and propose iterative solutions;
- Ability to assist with litigation related matters;
- Ability to work in a highly inter-disciplinary team and under strict and frequent deadlines;
- Professional experience in dealing with Government agencies/entities.

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 Delhi or 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@ihs.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