

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**<sup>®</sup>

INDIAN INSTITUTE FOR  
HUMAN SETTLEMENTS

**JOB DESCRIPTION**

# Senior Manager – Recruitment

## 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

Recruitment is a critical function at IIHS and is recognised as a strategic enabler of institutional growth. The Senior Manager in charge of recruitment will be part of the People function at IIHS, and will be responsible for designing, driving and implementing strategies related to all the Talent Acquisition needs across the Institution.

The position will involve collaborating effectively with people at all job levels and interacting with a diverse group of individuals and personalities to ensure the achievement of functional and organisational goals.

## Activities and Tasks

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

- Workforce planning for the institution keeping in mind both short term operational requirements and long term strategic needs;
- Creation, implementation and tracking of the annual hiring budget;
- Designing and implementing innovative but effective recruitment strategies to cater to the diverse and niche talent needs of the institution;
- Making effective use of digital channels and the social media to attract the best talent;
- Defining clear criteria and designing appropriate methods and processes for candidate evaluation, selection and fitment;
- Coordinating with and aligning internal stakeholders to ensure quick decision-making and closing of positions;
- Reviewing and streamlining of existing recruitment-related systems and processes, introduction of new ones as required;
- Spearheading the design, development and implementation of an automated on-line recruitment system for the institution;
- Helping build a talent pipeline for IIHS by forging partnerships with various educational institutions, consultants and forums;
- Strengthening the reach and robustness of the Post-Doctoral Fellowship programme and other such programmes that may be introduced to reinforce the scholastic network and talent pool at IIHS;
- Owning and strengthening the 'employer brand' of the institution across multiple platforms and channels of communication;

- 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 or outside the country as and when needed.

### **Structure and Reporting**

The Senior Manager – People Function in charge of recruitment will report to the Chief People Officer, and will be expected to work in close cooperation with other members of the People team. The mentoring and coaching of younger team members would also be an important part of the role.

### **Person Specification**

Applicants should have a Master's degree in Business Administration (MBA) with a specialization in HR and work experience of 12-15 years in the HR function, primarily in a Talent Acquisition role, of any professional organisation. The ideal candidate will have experience in recruiting for academic roles in institutions of Higher Education, and/or experience in recruiting for organisations in the consulting space. Exposure to international hiring would be an added advantage.

Strong listening, communication and interpersonal skills are essential for this position, as well as the ability to creatively design processes that achieve their objective without losing alignment with the culture of the institution. The applicant must have a proven ability to independently plan and execute initiatives within deadlines.

Proficiency in Microsoft Office, including Word, Excel and PowerPoint is a must, as also proficiency in the use of digital and social media to achieve functional objectives.

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



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