

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 text is set against a dark red rectangular background.

INDIAN INSTITUTE FOR  
HUMAN SETTLEMENTS

**JOB DESCRIPTION**

Design Associate

## 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 & 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

The design associate will be part of IIHS's Design team and will be expected to provide end-to-end hands-on support in all design activities and initiatives. This is a contractual position for an initial term of 11 months, renewable on mutual consent.

## Activities and Tasks

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

- Designing and producing all internal and external visual communication (including brochures, flyers, posters, reports, websites, newsletters, e-mailers, collaterals, etc.);
- Supporting projects from design to artwork to final execution;
- Participating in concept discussions with internal teams and stakeholders;
- Working on multiple deliverables, concurrently, without compromising on quality;
- Helping coordinate the work of external vendors/printers to ensure timely delivery within quality standards;
- Working collaboratively with colleagues within and outside the team, exchanging ideas and feedback to enable synergy and collective learning;
- 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 Coordination**

The design associate will be an External Consultant coordinating with the Head – Communications and Design or any other person designated by the Head, and will be required to collaborate effectively with a diverse group of internal teams and where needed, external individuals/organisations, and students.

### **Person Specification**

The ideal candidate should have:

- A Design/ Art school background with a Graduate or Post Graduate degree in Design or a related discipline;
- 2 to 6 years of strong professional experience, preferably in the development sector;
- An excellent design portfolio that reflects progressive design sensibilities and an understanding of design principles such as colour, typography, photography, layouts and usability;
- Proficiency in Adobe Acrobat, Adobe Photoshop, Adobe Illustrator, Adobe InDesign & CorelDraw;
- Familiarity with MS Office;
- Experience in print and web/screen design;
- Exposure and experience in designing visuals and material for social media campaigns (Facebook, Instagram, Twitter, LinkedIn, YouTube, etc.);
- Good aesthetic sense, high quality work output, versatility, quick response to deadlines and a keen eye for detail;
- Ability to work in a non-micro managed environment;
- High integrity and work ethic;
- Willingness to take on and implement constructive feedback;
- Confidence to proactively suggest ideas and better ways of working;
- Good language skills in English, Kannada, Hindi or any other native Indian languages;
- Added advantage: Photography, Drawing/sketching, Animation, Knowledge of HTML, web-programming, WordPress or any CMS based web applications and Hosting sites on FTP.

This is a contractual engagement for an initial term of 11 months, renewable on mutual consent. 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.

### **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**

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