

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.

INDIAN INSTITUTE FOR
HUMAN SETTLEMENTS

JOB DESCRIPTION

Communications & Research Assistant – Director's Office

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 Director's Office at IIHS

The Director's Office supports the IIHS Director in establishing a world-class interdisciplinary University and in managing: the development of the IIHS Schools and Labs; Academic, Research, Practice & Capacity building Programmes to meet global benchmarks; IIHS' global and national networks; and producing strategic and cutting-edge research and policy outputs for international and Indian public, research and private-sector partners and institutions.

In keeping with IIHS' mission and the wide range of research and practice areas of the Director (see: <http://bit.ly/2DE7rWn> and <http://bit.ly/2nixP0L>), the Office works across a wide range of themes including: sustainable development, urban development, governance, technology, infrastructure, public policy and urban science.

Job Description

This position will be located in the Director's Office (DO) and will be closely involved in the activities of the DO. S/he is also expected to work closely with the Communications team and play a liaising role between the DO, Communications & Design, Media Lab, Word Lab, and other impact tracking teams at IIHS. The selected candidate will be mainly responsible for communication and outreach activities of the DO, responding to research, practice and policy questions, translation and research communication requirements, and other institutional activities as required.

This will be 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:

- Liaising between the DO and Communications team to work on communication items from the DO; highlighting important activities of the Director and the institution on the institution's communication platforms like newsletters, social media, Wikipedia; news, media, and research tracking, and allied activities;
- Assisting in putting together slide decks, shooting scripts and other presentation material for the Director as per requirements;

- Conducting research and aggregation of information to generate content for presentations, reports and other products that are planned and executed from the Director's Office;
- Assisting in external institutional communication and network support activities;
- Helping track institutional processes and programs by means of creating and managing trackers, especially for functions related to digital media, communications, publications, impact and rankings;
- Providing support to other institutional and institution building initiatives as required, such as setting and managing processes, institutional database creation, updating existing databases, creating institutional slide decks and so on;
- 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 communications and research assistant will be an External Consultant coordinating with the Senior Consultant at the Director's Office at IIHS and will be required to collaborate effectively with a diverse group of internal teams and external individuals/organizations, and students.

Person Specification

- A Master's degree or equivalent in design, communication, development or any other urban-related field with 1–2 years of relevant work experience;
- Excellent writing skills and ability to translate complex ideas to simple and easily understandable written material and scripts;
- Good graphic and visual design skills and knowledge of design software to execute design ideas to presentations and other communication and social media friendly outputs;
- Good analytical skills, to analyse and represent data from multiple sources, including maps and infographics;
- Ability to work independently, while being able to translate instructions to finished outputs;
- Interest in conducting research, translating and communicating research;
- Attention to process, ability to set and manage processes across multiple teams.

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.

The search will remain open until the position is filled.

Location

This position is based in Bangalore 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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