

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**

Associate / Senior Associate –  
Administration (Facility Management)

## 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

The Associate / Senior Associate – Administration (Facility Management) will be responsible for administration and facility management of one or more IIHS academic / student or work centres. The incumbent will be required to create facility management protocols for the assigned site(s) and manage end-to-end operations with support from the housekeeping, security and technical maintenance teams.

## Activities and Tasks

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

- Conducting facility rounds to identify snags as well as HSE (Health Safety and Environment) improvement opportunities or risks, and working to address them in consultation with the Supervisor;
- Checking back with the program teams to identify requirements related to the classrooms, and planning for implementation; providing clear budgetary indications for the same as required;
- Scheduling periodic visits to the student accommodation to check compliance and gather feedback;
- Conducting regular scheduled as well as unscheduled meetings / discussions with the faculty, program team, as well as the Fellows, to obtain feedback and share concerns; maintaining records of these interactions for future reference;
- Coordinating with central teams for addressing any specific requirements from the program team / Fellows;
- Coordinating with the Supervisor for regular meetings with the Fellows and the Accommodation personnel;
- Managing and maintaining location stationery, pantry stock and indenting;
- Maintaining MIS on any Administration function as assigned by the Supervisor; providing timely updates and maintaining proper periodicity of reporting;
- Taking up any additional responsibility that the Supervisor may set from time to time;
- 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 Associate / Senior Associate - Administration (Facility Management) will report to the Senior Manager – Administration at IIHS and will be required to collaborate effectively with a diverse group of internal teams and external individuals/organizations, and students.

### **Person Specification**

The ideal candidate should

- Be a Bachelor's degree holder in any discipline with 5-10 years of relevant work experience;
- Be confident and articulate;
- Have a good eye for detail;
- Be punctual and meticulous in all aspects of their work;
- Have excellent communication skills in English and Kannada, with a working knowledge of Hindi.

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



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