



**JOB DESCRIPTION**

Associate - School of Human  
Development

## 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 School of Human Development

The School of Human Development (SHD) at IIHS focuses on social transformation. The School understands social transformation as a set of processes that are rooted in, and seek to directly address:

1. Inequality in social status and substantive rights based on identity;
2. The absence of material and economic dignity for the urban majority; and
3. Inequities in political presence, recognition and participation.

The School's core focus areas are: decent work, affordable housing, social inequality, social protection, urban health, and community mobilisation.

## Job Description

The SHD is seeking candidates who are interested in building a portfolio of practice work or practice-led research work. The position will involve field-based engagement and support for analysis and practice pertaining to specific SHD projects. This will involve being engaged in data collection, overseeing project implementation, and coordination with various stakeholders.

Specifically, the incumbent will work on two projects. The first project examines creche programmes and models for children of informal workers at various types of work sites. The second project is focused on women workers at "naka"s. Both these projects are being undertaken in Ahmedabad.

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:

Project Implementation and Field Coordination:

- Collaborating with the project team to develop and implement detailed project plans, timelines, and activities;
- Coordinating with relevant stakeholders to ensure smooth execution of project activities;

- Conducting regular site visits to assess operations, address challenges, and provide support;

#### Support in monitoring:

- Collecting, managing, and analyzing project data regularly to monitor performance indicators and identify trends;
- Ensuring accurate and timely data entry and verification processes;
- Conducting qualitative and quantitative assessments to measure the effectiveness of interventions;
- Identifying the best practices and lessons learned from the project to inform future program strategies;

#### Community Engagement and Communication:

- Engaging with parents, caregivers, and community members to create awareness about the creche project;
- Fostering strong relationships with local communities and key stakeholders to ensure their active participation;
- Assisting in the development of communication materials, success stories, and case studies;

#### Others:

- 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 associate will be an External Consultant coordinating with the Senior Consultant – Academics & Research at IIHS and will be required to collaborate effectively with a diverse group of internal teams and external individuals/organizations, and students.

### **Person Specification**

We are looking for an enthusiastic person who is keen on working on a practice-based project and is keen in setting up the ecosystem for building childcare centers for women in the informal economy. The candidate should be comfortable with innovating to solve urban problems in a constrained environment.

The ideal candidate would have a demonstrable track record of practice projects or practice-led research. Any previous experience of project management or stakeholder management will be preferable. Further, any experience on practice or research work on the themes of informal work in Indian cities will be an advantage.

S/he should also be comfortable working in a dynamic, interdisciplinary environment and should be able to manage multiple work streams and deadlines.

Applicants should have:

- A Bachelor's or Master's degree in a relevant field including social work, social sciences, development studies, urban planning or related fields;
- At least 2 years of experience in project coordination and implementation;
- Qualitative research or survey research skills;
- The ability to comfortably work with interdisciplinary teams;
- Proficiency in English and Hindi; fluency in Gujarati will be an advantage.

This is a contractual position 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 Ahmedabad for the first 11 months 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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