

The logo for the Indian Institute for Human Settlements (iihs) is displayed in white text on a dark red rectangular background. The letters 'iihs' are in a bold, lowercase sans-serif font, with a registered trademark symbol (®) to the upper right. A thin white horizontal line is positioned directly below the letters.

INDIAN INSTITUTE FOR  
HUMAN SETTLEMENTS

**JOB DESCRIPTION**

# Team Leader - Trichy 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 Practice Programme at IIHS

The IIHS Practice Programme aims to demonstrate capacity for innovation and change in order to influence and enable urban transformation and translate learning from practice into policy as well as research and teaching-learning material. It provides strategic/ policy advisory, implementation support, and knowledge management services to national and state governments, public, parastatal, and municipal agencies, international development agencies, as well as private firms at the interface of human settlements and urbanisation. This work spans a range of areas including urban governance, water and sanitation, municipal finance, land management, urban infrastructure and services, as well as climate change and risk and resilience.

## Job Description

The position of Team Leader- IIHS Trichy Office will be a regular position based out of Chennai involving 60% travel to various locations across Tamil Nadu, primarily Trichy. The Team Leader will be responsible for overseeing and managing the Trichy chapter of IIHS. S/he will play a pivotal role in leading a team of motivated individuals, coordinating impactful projects, and driving the IIHS mission forward in Trichy and other parts of Tamil Nadu. While the projects will primarily be practice-based, there is also a vision for building a teaching and research lab there. This role requires exceptional leadership skills, strategic thinking, and a strong commitment to creating positive social change.

## Activities and Tasks

The Team Leader's responsibilities and deliverables will include, but not be limited to, the following:

Leadership and Team Management:

- Providing strong leadership and direction to the Trichy Office team members, fostering a collaborative and motivated work environment;
- Setting clear goals, expectations, and performance metrics for team members, ensuring alignment with the IIHS mission and objectives;
- Mentoring and guiding team members in their professional growth, supporting their skill development and career advancement;

Project Planning and Execution:

- Collaborating with the Institution's senior leadership to develop and execute projects and initiatives tailored to the needs and context;
- Creating project plans, timelines, budgets, and risk mitigation measures; and ensuring their successful implementation while adhering to quality standards;
- Monitoring project progress, identifying potential challenges, and implementing timely solutions to achieve project goals;
- Managing the contribution of Project partners, External Consultants, and Advisors to the project;
- Ensuring compliance with effective quality assurance mechanisms for all outputs and deliverables and maintaining the overall integrity of the project deliverables;
- Reviewing the performance of team personnel, Advisors, and External Consultants;

#### Stakeholder Engagement:

- Building and maintaining strong relationships with local partners, government agencies, NGOs, CSR, bi and multilateral agencies, and other relevant stakeholders to foster collaboration and maximise IIHS' impact;
- Representing the Institution at local events, conferences, and meetings to enhance its visibility and influence in the Indian non-profit sector;
- Effectively managing and coordinating interactions with donors, both independently and in collaboration with senior leadership;

#### Fundraising and Resource Mobilization:

- Working closely with the Programme and Resource Development Manager to develop and implement strategies to secure funding for the Trichy chapter's projects and initiatives;
- Playing an integral role in crafting compelling concept notes, pitch decks, and grant proposals;
- Collaborating with cross-functional teams to gather relevant information and insights, ensuring the accurate representation of project objectives, strategies, and anticipated impact;
- Engaging with potential donors, sponsors, and supporters to communicate the IIHS mission and impact, leading to increased financial support;

#### Reporting and Documentation:

- Preparing regular reports on project progress, outcomes, and financials for the Institution's leadership and donors;
- Maintaining accurate records of all activities, expenses, and achievements related to the Trichy chapter;
- Enabling documentation and learning of lessons from the Trichy process, to feed into IIHS academic, research, and capacity-building initiatives;

#### Advocacy and Awareness:

- Collaborating with the Communications team to raise awareness about IIHS' work in Trichy through various channels, including social media, press releases, and local events;

- Advocating for policy changes and social issues relevant to the Institution's mission, contributing to positive societal change;

Recruitment:

- Supporting the recruitment and/or deployment of personnel to project teams, and their capacity building;

Institutional engagement:

- 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 Team Leader – IIHS Trichy Office will report to the Head - Practice at IIHS or to any other person nominated by the Head, and will be required to collaborate effectively with a diverse group of internal teams, external individuals/ organisations, and students.

### **Person Specification**

The incumbent is required to have training in Social Work, Urban Planning/ Policy, Project Management, Development Studies, or related disciplines with 15-20 years of relevant experience. The candidate should have a demonstrable track record of developing and facilitating project management, especially in the social/development sector, and should have experience in working with Government agencies.

S/he should also have experience working in multi-disciplinary and cross-functional teams; good people management skills; and significant competency in project management, IT, and social media skills.

This offer is only open to citizens of India and 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 Chennai 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.



**iihs**®

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