



**iihs**<sup>®</sup>

INDIAN INSTITUTE FOR  
HUMAN SETTLEMENTS

**JOB DESCRIPTION**

# GIS Assistant – Geospatial Lab

## 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 Geospatial Lab

The Geospatial Lab (GSL) is the centre for spatial analysis and capacity building activities at IIHS. The Lab seamlessly integrates spatial technology and methods such as GIS, remote sensing, spatial modelling and web services across practice and consulting services as well as inter-disciplinary research at IIHS. Its location in the IIHS ecosystem makes the Lab uniquely placed to offer customized project design and delivery, on the one hand, and institutional support, capacity building, training and teaching to a diverse range of learners on the other.

## Job Description

IIHS is seeking to hire a skilled junior-level GIS professional who will assist in the collection, creation, and documentation of spatial datasets to support interdisciplinary research and teaching at IIHS. The selected candidate will be part of the Geospatial Lab (GSL) and will support the development of spatial data from various sources and assist in the systematic review, documentation, and archiving of data resources using open-source tools.

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

## Activities and Tasks

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

- Digitizing, converting, modifying spatial data from various sources;
- Reviewing the accuracy of the spatial data sets;
- Creating metadata in the prescribed format;
- Conducting ground truth data collection and GPS field surveys;
- Collecting, organising, cleaning, and archiving spatial data needed by various projects;
- Performing a variety of routine technical duties in maintaining and supporting GIS data archives;
- Assisting with GIS training programs offered by the Geospatial Lab;
- 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 the country as and when needed.

## Structure and Reporting

The GIS assistant will be an External Consultant coordinating with the Senior Consultant – GSL and will be required to collaborate effectively with a diverse group of internal teams and external individuals/ organisations, and students.

## Person Specification

The ideal candidate should have the following:

- A Postgraduate degree with a formal training in GIS data preparation;
- 1-2 years of work experience in a position where primary duties include the tasks mentioned above;
- Expertise in data creation, manipulation and map preparation using QGIS or ArcGIS;
- Proficiency in AutoCAD is highly desirable;
- Experience in field surveys using DGPS/Drones will be an added advantage;
- Familiarity with spatial data sources and an understanding of the formats and procedures used by government agencies are desirable;
- The ability and willingness to involve in multiple tasks simultaneously.

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 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.

The logo for the Indian Institute for Human Settlements (iihs) consists of the lowercase letters 'iihs' in a bold, sans-serif font. A registered trademark symbol (®) is positioned to the upper right of the 's'. A thin horizontal line is drawn beneath the letters.

INDIAN INSTITUTE FOR  
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