

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.

**iihs**<sup>®</sup>

INDIAN INSTITUTE FOR  
HUMAN SETTLEMENTS

**JOB DESCRIPTION**

Senior Associate (Programme Strategy &  
Portfolio Development) – Practice 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 Practice Programme

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

IIHS is looking for an experienced Senior Associate to work full-time with the Chief – Practice. The position will support the Practice Office in program strategy and portfolio development across IIHS' wide Practice programme that touches on a number of key urban themes, including: governance, finance, economic development, urban systems, infrastructure and services, climate change, risk and sustainability. This will involve research support to: track sector trends and outlooks; identify strategic opportunities; and, develop issue briefs, concept notes, pitch decks, and proposals. The candidate should have demonstrated skills in research, writing, communication, preparing presentations, and writing proposals in two or more of the areas above.

## Activities and Tasks

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

- Rigorous research into and analysis of sectoral trends and outlooks, and development of sharp, well-articulated issue briefs;
- Identification of strategic opportunity areas and scoping and developing ideas, propositions, and compelling pitch notes and decks for taking forward identified opportunity areas;
- Preparation of concept notes supported by implementation plans and budgets for prospective partners;

- Preparation and submission of technical and financial proposals, including responses to competitive bids for government agencies, multilateral and bilateral agencies, Foundations, and CSR and ESG initiatives;
- Tracking of all Practice projects and conversations and organisation of information on them to enable effective programme and project management;
- Setting up, note taking, and following up of internal and external meetings;
- 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 Senior Associate – Practice Office will report to the Chief - Practice at IIHS 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:

- An advanced university degree (Master's degree or equivalent) in a field related to urban planning and development, urban management, sustainability, environmental planning, civil or environmental engineering, architecture, or social sciences; a candidate with a background in journalism or development communication with a strong interest in the above fields will also be considered;
- A total of 5 to 6 years of relevant experience, with at least 3 years in the urban sector;
- Interest in research, high analytical skills, excellent oral communication skills, ability for critical thinking, and attention to detail;
- Demonstrated experience of excellent analytical, writing, editing, and presentation design skills, with the ability to communicate complex technical content in engaging and readable forms;
- Willingness to travel extensively as required both within and outside the country;
- High proficiency with computer applications such as MS Word, MS Excel and MS PowerPoint;
- Excellent relationship management, team-building, and interpersonal skills and an ability to work in inter-disciplinary, cross-sectoral teams;
- Professional to native-level fluency in spoken, written, and reading in English and a second Indian language.

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 Delhi 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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