

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

Senior Associate / Manager –
Office of the School of Human
Development (SHD)

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:

- (i) Inequality in social status and substantive rights based on identity;
- (ii) The absence of material and economic dignity for the urban majority; and
- (iii) 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 Senior Associate / Manager – SHD Office will be part of a small, core team which will assist in building out the School over the coming years. The core responsibility of this position will be to assist in the development and implementation of the School's strategy.

The incumbent will support governance, strategic and operational planning, the management of resources (people, physical and financial), development and delivery of the academic courses, external engagement, relationship building with key partners and collaborators, and knowledge management and outreach. S/he will act as one of the primary links between SHD and various programmes, labs, and other schools at IIHS. Along with individual faculty and other team members, s/he will need to ensure coordination and timely delivery of outcomes.

Activities and Tasks

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

Strategy and Planning:

- Supporting operational and strategic planning, governance, budgeting, resource management and personnel planning;
- Coordinating various initiatives of the School, including overall programme management as well as budgeting;
- Planning, overseeing and implementing school-wide systems and processes for activities as needed;

- Generating business development strategies (including periodic updates on the market landscape), and identifying opportunities and initiatives in partnership with faculty / staff and in line with the strategic objectives of the School;
- Designing, commissioning/conducting research on domains related to the school, as well as preparing briefing and information papers;

Relationship Management and Communications:

- Assisting in the development and management of external relationships and collaboration opportunities with key domestic and international partners, and collaborators;
- Ensuring effective communication across the School and with the wider institution, and positive working relations with other schools and programmes;
- Representing the School on committees or other forums, where required, and advocating for the interests of the School as with those of the institution;
- Collaboration with the communication and design team, developing and supporting in execution of communication strategy;

Operations:

- Assisting in setting up and ensuring continuous improvement in the infrastructure, and administrative systems and procedures for the School's activities;
- Managing the interface among various programmes, labs, schools, administration, procurement, finance and legal;
- Monitoring resources, processes and deliverables of projects delivered by the programmes within the School;
- Supporting and coordinating the development and delivery of specialised degree / diploma programmes including preparatory activities, content delivery, internships and placements, stakeholder management, and reporting;
- Managing and monitoring recruitment, staff progress, and learning and development for the School in consultation with the Associate Deans and the People Function;
- Assisting in regular reporting to the Associate Dean on key milestones and highlighting critical concerns and risks;
- Coordinating the preparation of the School's Annual Report and contributing towards the preparation of the institution's Annual Report;
- 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 / Manager will report to the Associate Dean – School of Human Development 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 applicant should have:

- A Master's degree in a relevant field including but not limited to Planning/ Public Policy/ Public Administration/ Management/ Social Work/ or across the Social Sciences and Humanities, or a related field;
- A total of 5 to 8 years of administrative or management experience, ideally in the urban or development sector;
- Prior experience in academic management and administration or a similar domain is preferred, or strong experience in programme management;
- Experience of working in inter-disciplinary teams, preferably across practice and research;
- Strong writing, analytical and numerical skills;
- A high level of organisational capability, including the ability to establish and maintain effective systems, procedures and processes and manage competing demands and deadlines without compromising quality;
- A high level of communication and interpersonal skills, including the ability to consult and collaborate with inter-disciplinary and diverse teams; analyse and present information and produce well researched high-quality reports, submissions, and other documents; negotiate complex issues and manage change;
- The ability to think strategically, contribute effectively to strategic planning processes and to operationalise strategy with the administrative operations of the School;
- Effective working knowledge of at least one 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 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 if you need any clarifications while filling the online application form.



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