

**iihs**<sup>®</sup>

INDIAN INSTITUTE FOR  
HUMAN SETTLEMENTS

**JOB DESCRIPTION**

# Senior Associate – Legal & Regulation

## 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 distinct national university of eminence focused on the challenges and opportunities of India's urban transition. The proposed IIHS University will be a unique and distinct institution that will host quality campus-based education and cutting-edge research and innovation. The university will have a strong interdisciplinary orientation bringing together India-centric knowledge and applied research that also engages with, and draws from, knowledge across the globe.

For more information, please see <http://www.iihs.co.in>

## Job Description

As part of IIHS' detailed legal work, we are looking for a candidate to fill the full-time position of Senior Associate - Legal & Regulation in our Delhi office.

## Activities and Tasks

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

- Legal Support (primary):
  - Assisting with legal and regulatory matters;
  - Contract drafting and contract management;
  - Transactional advisory and drafting, preferably with experience of:
    - matters pertaining to the 'not for profit' sector;
    - procurement and tendering;
    - construction contracts (Works, Design Build, PPP models);
    - transactional elements of IPR related matters;
  - Providing documentation support;
  - Institutional process drafting;
  - Assisting with legal advisory, memos and opinion writing, litigation proceedings and related support as applicable;
  - Undertaking legal and regulatory due diligence;
- Research (secondary):
  - Assisting with research and academic work on aspects of urban law and policy, as relevant to IIHS;
- Further, research on Higher Education including, but not limited to, the following:
  - Analysis and drafting on legal and regulatory matters, including the laws and policies relating to Higher Education:
    - Legislative developments both central and state;
    - Policies and schemes both central and state;
    - Relevant case law at Supreme Court, High Courts and subordinate courts as applicable;
  - Ensuring effective and rigorous analysis and adequate documentation;
  - Institutional process drafting, including policies;
  - Legal advisory, memos and opinion writing, litigation proceedings and related support;
  - Undertaking legal and regulatory due diligence;

- Conducting research and analysis of latest developments in Higher Education in India and abroad, including in the field of Digital Blended Learning and Education Rankings;
- 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.

### **Structure and Reporting**

The Senior Associate – Legal & Regulation will report to the Chief – Legal & Regulation or to any other person designated by the Chief – Legal & Regulation at IIHS, and will collaborate effectively with a diverse group of internal teams and external individuals/organisations, and students.

### **Person Specification**

We are looking for a competent and efficient lawyer with the below qualifications:

- A minimum of Bachelor's degree in Law;
- At least 5 years of work experience in relevant areas, including preferably, experience of dealing with legal and regulatory issues in the not-for-profit sector;
- Excellent analytical skills and a high degree of proficiency in Microsoft Word and Excel;
- Excellent communication skills in written English;
- Good communication skills and fluency in Hindi/Kannada (written and spoken);
- Ability to undertake rigorous research on contracts, labour law, taxation law, privacy/data protection legislation, case law, institutional structures and relevant legislative matters, with pronounced evidence of strong drafting and transactional skills;
- Competence to understand law in contexts and propose iterative solutions;
- Expertise to assist with litigation related matters;
- Ability to work in a highly inter-disciplinary team and under strict and frequent deadlines;
- Professional experience in dealing with Government agencies/entities.

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@iihs.co.in](mailto:hr@iihs.co.in) if you need any clarifications while filling the online application form.



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INDIAN INSTITUTE FOR  
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