

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.

iihs®

INDIAN INSTITUTE FOR
HUMAN SETTLEMENTS

JOB DESCRIPTION

Associate/ Senior Associate –
Research 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 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>

About the IIHS Research Office

India's urban transition is unprecedented in scale and complexity. Within it lie both the opportunities of increased economic growth and employment as well as the challenges of persistent inequality, extreme deprivation and environmental degradation. The Research Programme at IIHS aims to build new knowledge that enables solutions to these challenges; transforming the everyday lives of people and the economy, society and the environment, as we know it today.

The IIHS Research Office supports the Research Programme and plays a pivotal role in building out research capabilities and impact. It anchors key functions such as grantseeking, grantmaking, research communications, and research ethics. The office also contributes to knowledge production and capacity development, organizes conferences and workshops, and coordinates with other teams within IIHS. By managing key processes and activities, the Research Office enables collaboration between schools and other functions.

Job Description

The Associate/ Senior Associate – Research Office will support the research communications and research administration efforts of the IIHS Research Office.

Activities and Tasks

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

Content and Research Communication:

- Developing and producing engaging content from IIHS academic/ research publications for channels such as social media, newsletters, the IIHS research Twitter handle, and the IIHS website;
- Developing and implementing project-related communication strategies;
- Providing necessary support to research teams and schools in proposal writing, including editorial support;
- Handling other duties, including day-to-day operations, internal coordination, secondary research, data mining, etc.;

Knowledge Production:

- Contributing to research and writing on specific knowledge areas relevant to research communication;

Capacity Development:

- Providing necessary support in building internal and external-facing capacity development initiatives of the Research Office;
- Participating in IIHS' academic offerings as well as capacity building and training programmes;

Event Management:

- Supporting conferences and workshops organized by the Research Programme, as well as other Public facing events; this would include content development and strategy for outreach and marketing of events and courses offered by the Research Office;

Institutional Support:

- Coordinating with other teams and functions within IIHS (such as Communications and Design, Media Lab, Word Lab and Library) for Research Office related engagements;
- 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 traveling on IIHS work within or outside the country as and when needed.

Structure and Reporting

The Associate/ Senior Associate – Research Office will report to the Lead - Research Office 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 ideal candidate should have:

- A post-graduation, ideally in mass communications, literature, public policy, or development studies;
- Minimum 4 years of work experience in a communications/ content role;
- Excellent content writing skills and familiarity with the use of digital media;
- Excellent communication and stakeholder management skills.

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.



iihs®

INDIAN INSTITUTE FOR
HUMAN SETTLEMENTS

IIHS Bengaluru City Campus

197/36, 2nd Main Road, Sadashivanagar, Bengaluru 560 080. India.

T: +91 80 6760 6666 | F: +91 80 2361 6814

IIHS Chennai

Floor 7A, Chaitanya Exotica, 24/51 Venkatnarayana Road, T Nagar Chennai

600 017. India. T: +91 44 6630 5500/6555

IIHS Delhi

803 Surya Kiran, 19 Kasturba Gandhi Marg, New Delhi 110 001. India.

T: +91 11 4360 2798 | F: +91 11 2332 0477

IIHS Mumbai

Flat No.2, Purnima Building, Patel Compound, 20-C, Napean Sea Road,

Mumbai 400 006. India. T: +91 22 6525 3874

www.iihs.co.in