

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**

# HR Associate – People Function

## 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

The position will be part of the People Function (Human Resources) team at IIHS and will support core HR operations. The incumbent will be involved in running a range of activities and processes related to compensation and benefits, onboarding and separation, data processing and maintenance, regulatory compliance, and general staff relations.

The position will involve collaborating effectively with people at all job levels and interacting with a diverse group of individuals and personalities to enable the achievement of functional and Institutional goals.

## Activities and Tasks

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

- Assisting with the full spectrum of Human Resource (HR) processes, especially compensation and benefits and staff relations;
- Handling on-boarding, induction, orientation, and documentation;
- Coordinating the separation process;
- Maintaining and updating the HR database;
- Providing inputs for processing Payroll;
- Coordinating process and managing documentation for regular staff confirmations, contract renewals and extensions, extensions of internships, and similar activities;
- Updating, tracking and maintaining the Consultant database;
- Processing staff member changes such as promotions, transfers, and terminations in the HRMS;
- Assisting in the administration of staff member benefit programmes (medical, life insurance, etc.);
- Preparing HR-related reports and analysis as required;
- Coordinating the engagement with external vendors for outsourced staffing;
- Supporting with statutory compliances;
- Supporting all other activities of the People Function;
- 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 HR Associate – People Function will report to the Lead – People Function 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:

- A Master's degree in Business Administration (MBA) with a specialization in HR;
- 2-3 years of experience in handling the entire gamut of core HR activities including but not limited to HR Administration, Payroll Processing, Statutory Compliances, and Staff Engagement;
- Proficiency in HRIS and Microsoft Office;
- Strong listening, communication and interpersonal skills;
- Strong team working skills;
- The openness and aptitude to learn quickly;
- The ability to plan routine tasks and deliver on deadlines in a systematic manner;
- An uncompromising work ethic characterized by commitment, rigour, and strong attention to detail.

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.



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