

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 below the letters.

INDIAN INSTITUTE FOR  
HUMAN SETTLEMENTS

**JOB DESCRIPTION**

# 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 – Research Office will support the development and management of the IIHS Research Office. The primary responsibility of this position is to support budgeting, finance, and grant making; coordinating with other institutional offices; and contributing to related knowledge building and dissemination activities.

## Activities and Tasks

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

- **Grant seeking and Grantmaking:**
  - Identifying relevant international and domestic research funding opportunities for the schools at IIHS;
  - Reporting all prevailing opportunities to relevant research teams and leads;
  - Analyzing funding opportunities to develop funding landscape and identify trends;
  - Providing necessary support to research teams and schools in proposal writing, as well as support for financial budgeting, institutional documentation, and coordination within and outside the institution.

- **Knowledge Production:**
  - Contributing to research and writing on specific knowledge areas relevant to the position - for example, on Funding and Grant Management.
- **Event Management:**

Supporting conferences and workshops organized by the Research Programme, as well as other Public facing events.
- **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; on a limited scale, providing support for institutional requirements;
  - 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– 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 management, development studies, economics or related fields;
- 2-3 years of work experience in a research or academic institution, with substantial time spent in grant making;
- Strong understanding of research management and/or operations;
- The ability to collate and work with data;
- 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](mailto:hr@iihs.co.in) if you need any clarifications while filling the online application form.



**iihs**®

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