

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 - Academic Outreach
& Career Development

About Us

The Indian Institute for Human Settlements (IIHS) is an interdisciplinary knowledge institution and distinct university, committed to the equitable, sustainable and efficient transformation of Indian settlements. It conducts an integrated programme of quality campus-based teaching and research, applied research/ practice-based work to deliver large-scale impact, training and lifelong learning for working professionals as well as blended learning. IIHS brings together theory and praxis around India-centric knowledge and applied research, while engaging with and drawing from knowledge across the globe.

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

About the IIHS Academic Programmes and Schools

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. IIHS' academic programmes aim to foster a new generation of urban practitioners and change makers, to become part of shaping this transition.

The academic programmes are supported by the five interdisciplinary IIHS Schools: School of Environment and Sustainability (SES), School of Systems and Infrastructure (SSI), School of Economic Development (SED), School of Human Development (SHD) and School of Governance (SoG). Each School has a particular transformational theme and a set of teaching, research and practice projects and programmes within it. Collectively, the five schools systematically address a wide range of urban issues, from questions of livelihood and economic development, access to basic infrastructure, affordable housing and healthcare for all, to tackling climate change and land governance.

Job Description

This position will support the outreach and career development process for IIHS' growing portfolio of academic programmes. The role-holder will be responsible for maintaining records and documents, scheduling and coordinating events and activities (both in-person and online), and following up with other internal Functions and Programmes and external organisations to enable the smooth day-to-day functioning of the AOCD office.

The role requires excellent data capture and data analysis skills, written and oral communication, attention to detail, coordination skills and ability to maintain confidentiality.

This is a contractual engagement for an initial term of 11 months, renewable on mutual consent, and with the potential to turn into a regular position over time.

Activities and Tasks

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

- Capturing, storing and retrieving data on various aspects of prospective and current students, with respect to admissions and career development;
- Analysing data and providing periodic reports on various activities;
- Executing various tasks pertaining to physical and online outreach events and programmes;

- Supporting the logistics requirement of the AOCD office by coordinating with the Operations and Procurement teams of IIHS;
- Establishing relationships with external vendors and service providers;
- Staying up-to-date with new systems, processes, tools and technologies related to the role and focusing on continuous improvement;
- Contributing to other IIHS initiatives and programmes as needed;
- 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 the country as and when needed.

Structure and Reporting

The associate will be an External Consultant coordinating with the Lead - Academic Outreach / Career Development at IIHS and will be required to collaborate effectively with a diverse group of internal teams and external individuals / organisations.

Person Specification

The ideal candidate should have:

- A Bachelor's degree in any discipline;
- Experience of 2-3 years in a related role;
- Experience and expertise in using popular documentation and data analysis tools (Microsoft Word, Excel and PowerPoint; Google Docs, Sheets and Slides, are a must);
- Ability to use data visualization / business intelligence tools (Tableau, Datawrapper, Google Charts, Microsoft Power BI, etc.) is highly desirable;
- Ability to work in matrix structures;
- Excellent communication and interpersonal skills;
- An ability to develop and maintain relationships with key stakeholders, both internal and external.

This is a contractual engagement for an initial term of 11 months, renewable on mutual consent, and with the potential to turn into a regular position over time. 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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