

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 logo is set against a dark red rectangular background.

**iihs**®

INDIAN INSTITUTE FOR  
HUMAN SETTLEMENTS

**JOB DESCRIPTION**

Project Associate (Care Infrastructure) –  
School of Human Development (SHD)

## **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 School of Human Development (SHD)**

The School of Human Development (SHD) at IIHS focuses on social transformation. The School understands social transformation as a set of processes that are rooted in, and seek to directly address:

- (i) Inequality in social status and substantive rights based on identity;
- (ii) The absence of material and economic dignity for the urban majority; and
- (iii) Inequities in political presence, recognition and participation.

The School's core focus areas are:

- Decent work;
- Affordable housing;
- Social inequality;
- Social protection;
- Urban health;
- Community mobilization;
- Care Infrastructure.

## **About the Care vertical nested under SHD**

The IIHS Care vertical has several programmes cutting across research and practice which conceptualizes and explores feasible care models to address deficits in care, especially in childcare and care for the elderly. Some of the current projects include research to understand experiences across a series of interventions aimed at strengthening the ecosystem of actors involved in building care infrastructure.

## **About 'Piloting Extended Childcare Models'**

In this project, IIHS works closely with state as well as non-state actors to offer childcare infrastructure suitable for working women in urban and rural areas, particularly those in the informal economy. This initiative continues to build on previous research, practice, and policy support to assess the need for, and to design and pilot, social and care infrastructure for informal workers in Indian cities. There is also a strong focus for building learning systems within the government which can assess the model's impact on women's and children's health, children's education, as well as on women's economic participation and productivity.

IIHS also works extensively across various states on similar other initiatives that enhance early childhood care and education, as well as supporting women's economic participation through center-based childcare and creation of new jobs in the care economy.

## Job Description

The project associate for Care infrastructure will primarily focus on this project, and also support several other projects under the Care vertical. The role will involve supporting the project and the vertical in the execution of administrative, financial, and technical activities.

This will be a contractual position for an initial term of 11 months, renewable on mutual consent.

## Activities and Tasks

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

- Project and Stakeholder Management:
  - Supporting coordination of functions between IIHS and its remote offices in Odisha and Meghalaya;
  - Supporting the monitoring of programmatic activities and routine updates to communicate with the project stakeholders;
  - Coordinating with external partners in the project, helping them integrate with the IIHS administrative system;
- Budget and Financial Management:
  - Ensuring budgetary management of remote offices and staff in the two states;
  - Tracking budget expenses on the project and providing support to the internal IIHS team with contract, invoice, and vendor management;
- Communication and Outreach:
  - Supporting report writing and production of other communication materials for government stakeholders as well as for social media and other outreach activities;
  - Managing and compiling progress notes, minutes of meeting, and other documentation required by the funder and the state governments;
- Event Management and Logistical Support:
  - Supporting conferences and workshops organized by the vertical and the school, as well as other public events;
  - Helping with logistical requirements raised by the IIHS care vertical and by the remote offices and staff in Odisha and Meghalaya;
- Institutional Support for the School and the vertical:
  - Coordinating with other teams and functions within IIHS, for Research Office related engagements;
  - Providing support for 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 project associate for Care infrastructure will be an External Consultant coordinating with the Senior Consultant - SHD and will be required to collaborate effectively with a diverse group of internal teams and external individuals/organizations, and government stakeholders.

**Person Specification**

The ideal candidate should have:

- A graduate or postgraduate degree in any discipline;
- 3-6 years of work experience in research, in an academic or policy studies institution, with a prior history of managing project stakeholders and government institutions;
- A strong understanding of research management and/or operations;
- Excellent communication and stakeholder management skills.

This is a contractual engagement for an initial term of 11 months, renewable on mutual consent. 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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