

JOB DESCRIPTION

Senior Manager – Administration

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>

Job Description

As Senior Manager – Administration, you will need to independently manage the entire administration function at IIHS Delhi, under the guidance of the Head – Administration based in Bangalore.

The ideal candidate will establish positive and professional relationships with multiple stakeholders and ensure consistent compliance with administration processes and policies across the institution.

The position will be part of the Administration function at IIHS.

Activities and Tasks

Your responsibilities would include, but not be limited to, the following:

- Managing and coordinating the overall administration activities at Delhi;
- Leading the project management initiatives of the institution for identifying new office space, vendor selection to execute office design and development, project execution, refurbishment and commissioning of the office in all respects;
- Discharging responsibilities on the whole gamut of administrative areas ranging from policy compliance by staff to travel, accommodation, vendor management, contract administration, inventory management, security and safety of assets as well as personnel, and adherence to legal requirements;
- Managing and supervising interior fit-outs, office design, and basic engineering tasks;
- Managing a team of staff members to discharge these responsibilities while working closely with the senior leadership of the institution; planning, organising, directing and controlling the work activities of team members in order to provide prompt and efficient services to internal customers;
- Ensuring facilities management, including utility operation and maintenance, for all work places in the location;
- Implementing the travel and accommodation policy of the institution for new joiners and consultants in coordination with other departments;
- Initiating vendor development and identification activities for various services with the objective of maintaining sustainable and mutually beneficial relationships;
- Driving contract negotiations and finalising the selected vendors / contractors;
- Analysing the need, developing and executing the support systems and putting in place the required systems for services like security, safety, housekeeping, preventive

- maintenance, pantry operations, reprographics, office stationery, parking and transport management;
- Handling end to end arrangements for events, conferences, seminars and other functions of the institution organised in Delhi from time to time;
- Liaisoning with government authorities, license departments etc. for smooth and seamless compliance with statutory and legal requirements;
- Working knowledge of the ERP Procurement Management system;
- 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 Senior Manager - Administration will report to the Head – Administration at IIHS and will be working in close cooperation with key stakeholders of the Administration team. The mentoring and coaching of younger team members would also be an intrinsic part of the role.

Person Specification

The ideal candidate should have:

- A graduate or post-graduate degree in Management or relevant fields;
- At least 12 years of relevant experience in Administration, preferably from a services background, to manage the function with the requisite amount of discipline and empowerment;
- Excellent written and verbal communication skills, attention to detail and strong organisational skills;
- Good negotiation skills;
- Target orientation, with a balance between strategic and operational focus;
- Customer service focus and commitment to delivering quality results and overcoming obstacles and challenges in a time-sensitive environment;
- The ability to create and report metrics and monitor compliance as per statutory requirements;
- Demonstrated competency in developing effective solutions to diverse and complex scenarios;
- The ability to build strong relationships, operate as a team and utilize collaboration skills;
- Advanced experience with MS Office including Excel and PowerPoint;
- Experience in ERP Procurement systems would be an advantage.

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 Delhi 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 Sadashivanagar Bengaluru**

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