

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 its upper right. The logo is set against a dark red rectangular background.

INDIAN INSTITUTE FOR
HUMAN SETTLEMENTS

JOB DESCRIPTION

Associate – Health, Safety
and Environment (HSE)
Operations — 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

The Associate – HSE Operations will support the implementation of Health Safety and Environment (HSE) systems at IIHS. The role focuses on ensuring statutory compliance, conducting inspections, supporting contractor safety management, maintaining documentation, assisting in training programmes, and promoting a safe campus environment.

The position is execution-oriented and reports to the Manager – HSE Operations. This could be either a regular position or an 11-month contractual engagement, renewable on mutual consent, with the potential to turn into a regular position over time.

Activities and Tasks

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

- Assisting in maintaining HSE legal compliance records and statutory documentation;
- Conducting routine safety inspections across construction areas, kitchens, hostels, offices, and vendor work zones;
- Supporting risk assessments and tracking corrective actions;
- Monitoring contractor safety compliance and PPE usage;
- Conducting and supporting toolbox talks, safety inductions, and awareness sessions;
- Assisting with incident reporting, documentation, and corrective action follow-up;
- Supporting emergency preparedness activities including mock drills and fire safety checks;
- Managing multiple vendors across projects;
- Preparing periodic safety reports and maintaining inspection dashboards;
- Undertaking additional responsibilities assigned by the Manager – HSE;
- 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 HSE associate will report to the Manager – HSE Operations 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 Diploma or a Bachelor's degree in Technology or Engineering, or graduate degree in Science (with safety exposure); a Diploma in Industrial Safety (DGFASLI / State-recognised) would be preferable;
- 5–6 years of relevant HSE experience (construction preferred);
- Knowledge of safety standards and compliance requirements;
- Strong documentation and reporting skills;
- Good communication and coordination abilities;
- Strong networking skills , with ability to interact with all stakeholders of the organization;
- The willingness to work in rotational shifts, extended hours, weekends, or during emergencies as required by operational needs;
- Fluency in English and Kannada preferred; Hindi would be required for a site-facing role.

This could be either a regular position or a 11- month contractual engagement, renewable on mutual consent, 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 Kengeri, 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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