

**iihs**<sup>®</sup>

INDIAN INSTITUTE FOR  
HUMAN SETTLEMENTS

**JOB DESCRIPTION**

# Senior Associate/ Manager (Care Portfolio)

— 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:

1. Inequality in social status and substantive rights based on identity;
2. The absence of material and economic dignity for the urban majority; and
3. 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 conceptualises 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 'Unlocking Care and Economic Empowerment'

The project aims to develop care frameworks for women engaged in informal work, with the aim of expanding their access to economic opportunities within their neighbourhoods. By creating models of care services for women in the informal economy, the initiative enables mothers to participate in better income-generating activities. Through multiple scaling strategies, IIHS seeks to design a sustainable framework for delivering care for the informal economy.

## Job Description

The position will be primarily under this project, but the incumbent will also support the Care vertical. It 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 the coordination of functions between IIHS and its various partner organisations;
  - Supporting the monitoring of programmatic activities and routine updates to communicate with 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 partner organisations;
  - Tracking budget expenses for the project with the internal IIHS team;
  - Supporting contract, invoice, and vendor management with the internal IIHS team
- Field work:
  - Building relationships with caregivers, beneficiaries, and local stakeholders and conducting interviews, discussions, and field visits to gather actionable insights;
  - Coordinating with partners and local bodies to support on-ground rollout of care initiatives and ensure smooth execution;
  - Overseeing day-to-day field activities, ensuring accurate data collection, maintaining documentation, and adhering to ethical, safety, and compliance standards;
- Communication and outreach:
  - Supporting report writing and production of other communication materials for diverse stakeholders as well as social media and other outreach activities;
  - Managing and compiling progress notes, meeting minutes, and other documentation required by the funder and the state governments;
- Event management and logistical support:
  - Supporting conferences and workshops organised by the vertical and the School, as well as other public events;
  - Helping with the logistical requirements raised by the IIHS care vertical and by 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 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 or outside the country as and when needed.

### **Structure and Reporting**

The project associate will report to 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 a research, academic, or policy studies institution; with a prior history of managing project stakeholders and government institutions;
- 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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