



iihs[®]

INDIAN INSTITUTE FOR
HUMAN SETTLEMENTS

JOB DESCRIPTION

Editorial Consultant (Campus Publications) – Word Lab

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 Kengeri Campus

The IIHS Kengeri Campus is planned as an ecologically sensitive campus that will test and demonstrate a range of various sustainable practices in aspects such as construction, water management, biodiversity, agro-forestry and waste management. The Campus is a living learning lab that demonstrates various aspects of sustainable living and is meant to generate knowledge that can help learners and other practitioners apply these lessons.

About the IIHS Word Lab

The IIHS Word Lab delivers editorial and publication support to IIHS and beyond, enabling the IIHS community to write more effectively and systematising a regular flow of publications and written knowledge outputs. It is responsible for communicating IIHS' diverse forms of writing to specialised communities and a wide public readership. The Lab also strengthens IIHS' public engagement through IIHS City Scripts, the annual urban writings festival, and its monthly City Scripts events.

Job Description

The Word Lab, IIHS's editorial team, is seeking a candidate with strong writing, editing, and coordination skills and a background or keen interest in the fields of architecture, planning, or the built environment, to work on books and other knowledge products. The Word Lab anchors a series of books that are planned as a repository of the design, planning process, construction, experimentation, and learnings that entail the building of an ecologically sensitive campus from scratch. Unlike design books that focus on the finished product, the intent here is to delve into a reflection on processes, which can hold valuable lessons for learners, architects, engineers, building professionals and anyone who has an interest in the field.

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:

- Reading through existing documentation and extracting useful content for publications;
- Coordinating and conducting interviews with stakeholders (such as engineers, architects, academics, ecologists, technical support staff, and construction workers) to develop content for the books;
- Writing content for the books using field notes, transcripts, and other reference materials;

- Helping edit, coordinate, proofread and support the process of book production, including working with book designers, reviewing layouts, and planning illustrations and photographs;
- Staying updated on ongoing site work at the Kengeri campus, interacting with the campus team regularly, and helping produce and edit outputs from the team; visiting the Kengeri campus on a regular basis (2-3 days a week) is a requirement;
- Supporting the Word Lab's other work on a need Basis, such as editing reports and public pieces, supporting teaching and training and helping with IIHS events and workshops;
- Providing support to other IIHS initiatives and activities including academics, research, training, practice, operations, and others, as needed;
- 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 incumbent will be an External Consultant coordinating with the Lead – Word Lab 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 degree in a field related to Environmental Planning, Civil or Environmental Engineering, Architecture, Urban Planning, and Sustainability; a candidate with a background in Journalism, Research Writing and Communications, or Literature with a strong interest in the above fields will also be considered;
- 1-3 years of work experience in a related field demonstrating good writing and editing skills, with the ability to communicate complex technical content in engaging and readable forms;
- The ability to work with interdisciplinary teams (such as photographers, designers, scientists, engineers, etc., and the willingness to learn about new topics;
- Good planning and organisational skills to ensure adherence to timelines.

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 at the IIHS Kengeri campus, 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.



IIHS, Bengaluru

Sadashivanagar: 197/36, 2nd Main Road, Sadashivanagar,
Bengaluru 560 080. India. T: +91 80 6760 6666 | F: +91 80 2361 6814

Kengeri Campus: Kengeri, Bengaluru 560 060. India. T: +91 80 6760 6666

IIHS, Chennai

Floor 7A, Chaitanya Exotica, 24/51 Venkatnarayana Road, T Nagar,
Chennai 600 017. India. T: +91 44 6630 5500/6555

IIHS, Delhi

Prius Platinum, 3rd Floor, Wing B, Saket District Centre,
New Delhi 110017, India. T: +91 11 4360 2798

IIHS, Mumbai

Flat No.2, Purnima Building, Patel Compound, 20-C, Nepean Sea Road,
Mumbai 400 006. India. T: +91 22 6525 3874

www.iihs.co.in