

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

Senior Consultant/ Manager –
Research Office (Postdoctoral
Programme)

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 Research Programme

India's urban transition is unprecedented in scale and complexity. Within it lie both the opportunities of increased economic development and employment as well as the challenges of persistent inequality, extreme deprivation and environmental degradation. The Research Programme at IIHS aims to build new knowledge that enables solutions to these challenges; transforming the everyday lives of people and the economy, society and the environment.

The IIHS Research Office supports the Research Programme and plays a pivotal role in building research capabilities and impact. It anchors key functions such as grant seeking, grantmaking, grant management, research communications, and research ethics. The office also contributes to knowledge production and capacity development, organises conferences and workshops, and coordinates with other teams within IIHS. By managing key processes and activities, the Research Office enables collaboration between Schools and other functions.

About the Postdoctoral Programme at IIHS

The IIHS Postdoctoral Programme builds on over a decade of teaching and training young scholars and early career researchers working on urbanisation-related questions across India's cities, towns and villages, and across the world. These have included spaces for learning from peers as well as leading global researchers and academics, like the IIHS Doctoral Workshop and Urban ARC.

IIHS' Postdoctoral Programme, little over a decade old, offered candidates the opportunity to transition to IIHS positions or transition to careers at leading domestic and global universities and research institutions. It is now being refocused to create a cohort of the next generation of IIHS Faculty and contribute to interdisciplinary faculty development of other Indian higher education institutions.

Job Description

IIHS is seeking a capable and dynamic interdisciplinary professional to help redesign, drive and manage its Postdoctoral Programme. They will also assist with building emerging and established research areas at IIHS, focusing on environment and sustainability, economic development, urban and digital systems, infrastructure and services.

Activities and Tasks

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

- IIHS Postdoctoral Programme support:
 - Support and coordination:
The position requires strong support and coordination abilities to deliver the postdoctoral programme in conjunction with IIHS' interdisciplinary Schools, Labs and Centres. This will include providing support for outreach, recruitment and the hiring process, supporting Postdoctoral Fellows in the Schools, Labs and Centres; and coordinating with the IIHS People Function (HR), Academic Offices and the Finance, Legal, Operations, and Communications and Design teams;
 - Professional development support:
Helping with designing and providing professional development support to Postdoctoral Fellows, as needed;
- Research support:
 - Proposal development and grant writing:
Support for emerging and established areas of research at IIHS with a focus on economic development, urban systems and infrastructure, environment and sustainability and/ or STEM disciplines;
 - Establishing systems and processes:
The role requires the candidate to help establish multiple systems and processes in conjunction with the Senior Lead – Research Office, and Deans/ Associate Deans of the IIHS Schools, and Heads of Centres and Labs. Towards this, the candidate will help build out systems, policies, and processes within the IIHS Research Office;
 - General administration and programme execution:
The candidate will help establish and administer internal faculty and postdoctoral capacity building systems. These may include, for example, designing teaching and learning materials for structured learning sessions around pedagogy, research and applied research;
 - Documentation and outreach:
The position requires strong documentation abilities. This includes documentation for statutory and non-statutory requirements and maintaining records for regulatory purposes. The position also requires close coordination with the Research Office communications team to curate and plan internal and external communication needs;
- Other institutional responsibilities:
 - Event management:
In addition to the primary responsibilities listed above, the position is also expected to support Conferences, Workshops and other public-facing events organised by the Research Programme;
- Institutional support:
 - 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 incumbent will report to the Senior Lead — Research Programme 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 PhD in Technical, scientific and managerial fields, with an interest in interdisciplinary and urban related work, is desired;
- Candidates with PhDs from Development Studies, Policy Studies, Social Sciences, Management, Higher Education, Urban Studies or related fields; with an interest in technical, environmental and/or scientific knowledge systems are also strongly encouraged to apply;
- A minimum of 12 years of work experience in a research or academic institution (preferably a higher education institution), with substantial time spent in faculty development and/ or capacity building programmes;
- Strong understanding of the research and academic fields especially in the Indian context;
- Strong understanding of programme management and operations;
- Good understanding of budgeting and financial management;
- The ability to collate and work with data;
- Excellent interpersonal communication and stakeholder management skills;
- Content curation skills are desirable.

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 if you need any clarifications while filling the online application form.



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