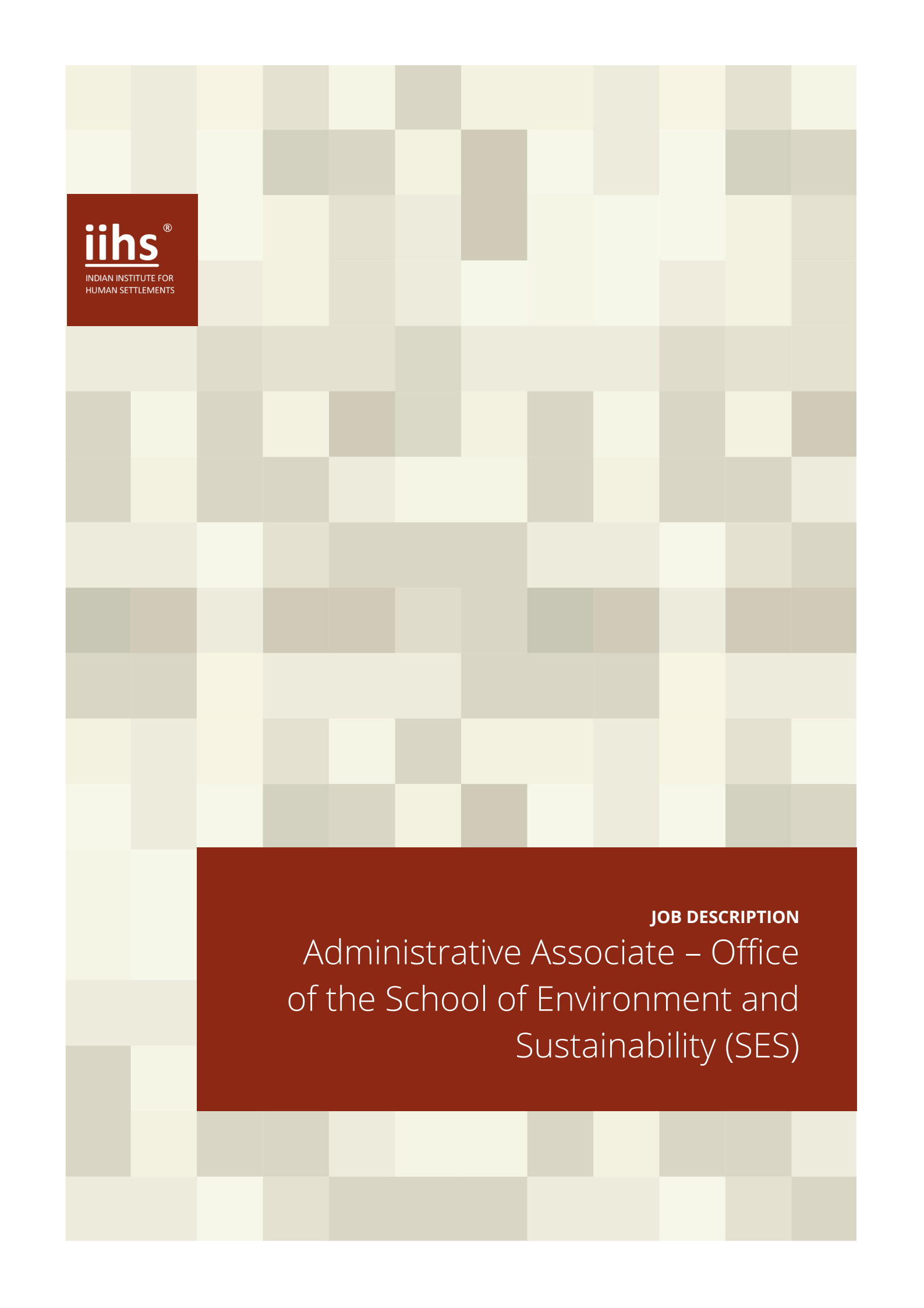




iihs[®]

INDIAN INSTITUTE FOR
HUMAN SETTLEMENTS

JOB DESCRIPTION

Administrative Associate – Office
of the School of Environment and
Sustainability (SES)

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 Environment and Sustainability (SES)

The School of Environment and Sustainability (SES) at IIHS and its Long-term Urban Ecological Observatory (LTUEO), the first such mega-city observatory in the world, focus on the sustainable transformation of diverse human settlements and the social-ecological-technical systems they are part of in the face of global change, especially urbanisation and climate change. The SES and LTUEO work on cutting edge scholarship and knowledge, education, and practice focused on solutions to wicked and complex environment and sustainability problems within the context of a rapidly urbanising India.

Job Description

The School of Environment and Sustainability (SES) seeks interested, dedicated and astute professionals to apply for the post of 'Administrative Associate' for the School Office.

This is a contractual engagement for an initial term of 11 months, renewable on mutual consent, and with the potential to turn into a regular position over time.

Activities and Tasks

This position will support the School Office in multiple ways, in consultation with the Lead of the School Office. Responsibilities would include, but not be limited to, the following:

- Providing support with the School's Data Management activities, which will involve
 - Student data management;
 - Curriculum management;
 - Teaching schedule management;
 - Teacher profiles management;
 - Student attendance record keeping;
 - Record of all School projects;
- Assisting with School budget development, maintenance and management;
- Helping with the maintenance of School relations and MoUs;
- Writing emails on behalf of the School Office to facilitate its various needs and activities;
- Supporting the School leadership in developing documents pertaining to the School's needs;
- Interfacing with the Academic Office at IIHS to provide and procure information as and when necessary;
- 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 the country as and when needed.

Structure and Reporting

The administrative associate will be an External Consultant coordinating with the Lead — Office of the SES 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 Master's degree in any discipline, though preferably in management;
- Previous experience of about 2 years, preferably in academic management;
- Proficiency in English with good writing and communication skills;
- Expertise in Microsoft Office applications, including Word, Excel, PowerPoint, and Outlook;
- Strong organisational skills and attention to detail, with a proven ability to maintain accurate records.

This is a contractual engagement for an initial term of 11 months, renewable on mutual consent, and 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 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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