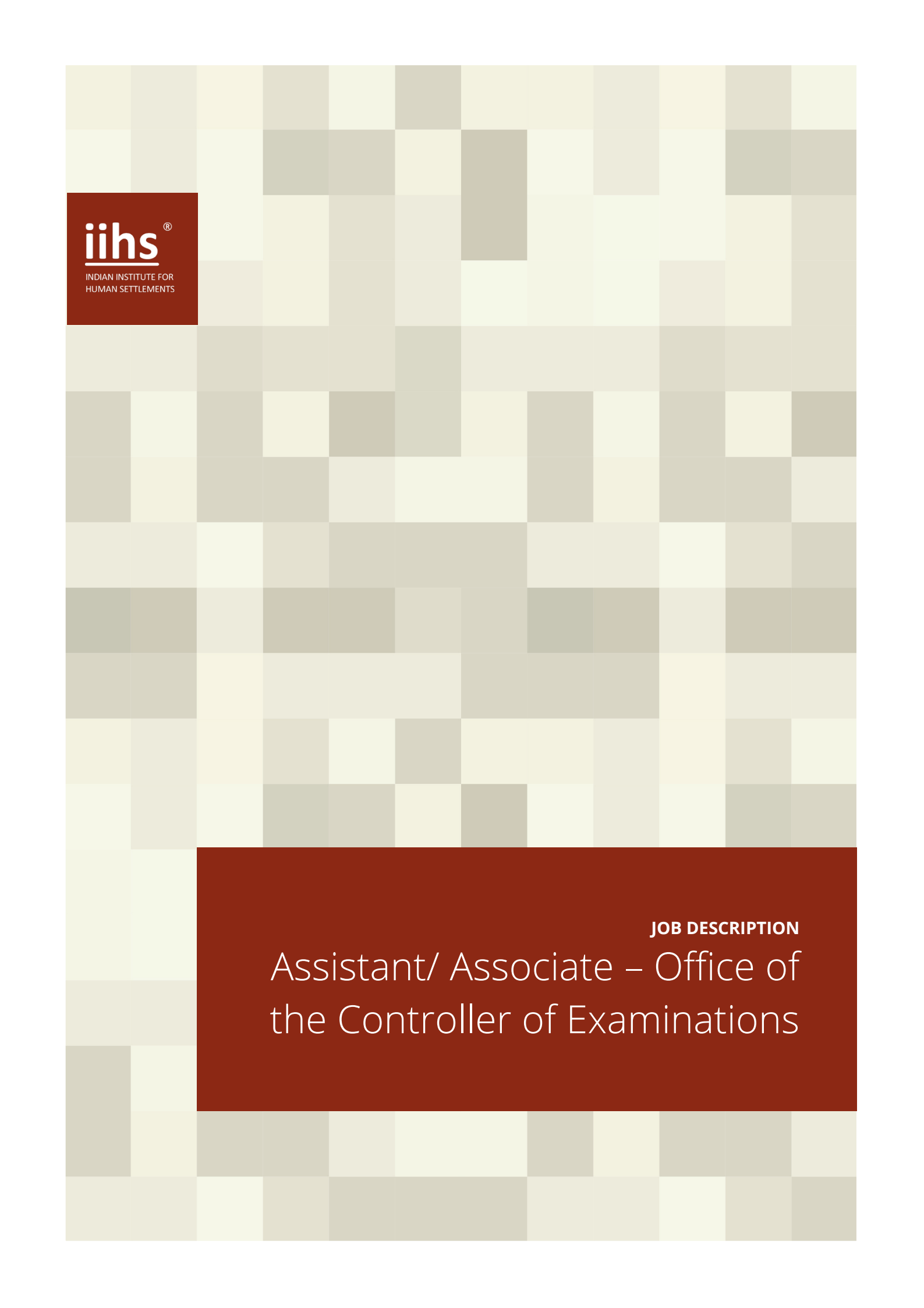




iihs[®]

INDIAN INSTITUTE FOR
HUMAN SETTLEMENTS

JOB DESCRIPTION

Assistant/ Associate – Office of
the Controller of Examinations

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 Office of the Controller of Examinations

The Office of the Controller of Examinations (CoE) is the central administrative unit responsible for planning, organizing, and overseeing all aspects of examinations and assessments within the IIHS (Institution Deemed to be) University, hereinafter referred to as the 'University'. This office ensures the smooth conduct of examinations, from scheduling and question paper preparation to evaluation, grading, and the timely declaration of results. The office upholds academic integrity, confidentiality, and fairness in the examination process while also managing processes related to revaluation, makeup examinations, and issuance of transcripts and degree certificates. Serving as a vital link between academic program offices, faculty, students, and the University administration, the CoE plays a crucial role in maintaining standards of quality, transparency, and accountability in the academic evaluation system.

Job Description

We are seeking an enthusiastic and process-oriented individual to provide support in implementing policies, procedures and guidelines at the Office of the CoE. The primary focus of this role is to ensure smooth conduct of examinations, announcements of results on time, and gather feedback from various stakeholders for continuous improvement in the performance of the Office of the CoE.

The incumbent should possess a process-oriented mindset along with the ability to think non-linearly and out-of-the-box. S/he will have the opportunity to be part of a team that is in the process of setting up and building the policy, process and guideline documentation framework from the ground up.

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.

Activities and Tasks

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

- Maintaining an organised repository – physical and digital – of all examination-related documents; preparing checklists and circulating them to ensure compliance with exam-related processes;
- Supporting the Office of the COE in managing daily operations;
- Collecting and compiling data and reports from different stakeholders for exam-related activities;

- Providing administrative assistance during examinations (hall tickets, seating plans, attendance, etc.);
- Supporting audit and inspection readiness by ensuring that documentation is updated and accessible;
- Acting as a liaison with faculty and the academic program office for routine examination-related follow-ups;
- Performing other day-to-day tasks related to the office;
- Helping in the preparation of dashboards to showcase the insights derived from analysing results of all types of assessments;
- Providing support in the preparation of analytical reports for sharing with the academic office, faculty and University administration as appropriate.

Structure and Reporting

The assistant will report to the Controller of Examinations at IIHS and will be required to collaborate effectively with a diverse group of internal teams and students.

Person Specification

The ideal candidate should have:

- A Bachelor's degree from any field;
- 2-3 years of experience in academic administration, preferably in an examination or quality assurance cell;
- Some knowledge of higher education regulations and accreditation requirements;
- Ability to translate written policies into operational workflows;
- Good training skills for effective policy, process and guideline rollout;
- Ability to consistently ensure the audit and inspection readiness of documentation;
- Strong communication and interpersonal skills, and the ability to work collaboratively with multiple stakeholders;
- Good academic writing and documentation skills with excellent ability to express in the English language;
- Process orientation with strong attention to detail;
- The ability to work both independently and as part of a team in a fast-paced environment.

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 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, Sadashivanagar, Bengaluru

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

IIHS, Chennai

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

IIHS, Delhi

803 Surya Kiran, 19 Kasturba Gandhi Marg, New Delhi 110 001. India.
T: +91 11 4360 2798 | F: +91 11 2332 0477

IIHS, Mumbai

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

www.iihs.co.in