

JOB DESCRIPTION

Recruitment Specialist –
People Function

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>

Job Description

The recruitment specialist will be part of IIHS's Recruitment team and will help in managing end to end recruitment operations. This is a contractual position based out of Bengaluru for an initial term of 11 months, 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:

- Supporting talent acquisition efforts by:
 - Sourcing candidates through various channels;
 - Conducting preliminary screening interviews, scheduling and organising functional and other interviews;
 - Initiating and conducting the reference check process, etc.;
- Maintaining the applications database and ensuring record keeping of candidate interviews for periodic reporting; drafting appropriate responses to candidate queries;
- Assisting with the travel and relocation of shortlisted candidates as needed;
- Managing recruitment-related administrative activities like documentation, communication and reporting;
- Updating and maintaining the recruitment process documents and templates for use by the rest of the team;
- Curating Job Descriptions for various positions across the institution;
- Tracking the open positions on the website by coordinating with the Design team;
- Coordinating with recruitment consulting agencies as and when required;
- Presenting recruitment related data for statutory audits and internal purposes on a regular basis;
- Providing support with additional recruitment-related initiatives such as the design and implementation of new systems and tools for process automation;
- Actively contributing to research, networking, outreach, application data capture and analysis, and other activities related to faculty recruitment for the IIHS (Institution Deemed to be) University;
- Extending support from time-to-time on other aspects of the People Function portfolio as required;
- 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 needed.

Structure and Reporting

The recruitment specialist will be an External Consultant coordinating with the Manager – People Function, and will be required to collaborate effectively with a diverse group of internal teams and external individuals/ organisations.

Person Specification

The candidate should have:

- A Post Graduate degree in Human Resources or equivalent;
- 1-3 years of relevant experience in recruitment;
- Proficiency in ATS and Microsoft Office;
- Strong listening, communication and interpersonal skills;
- Strong team working skills;
- The openness and aptitude to learn quickly;
- The ability to plan routine tasks and deliver on deadlines in a systematic manner;
- An uncompromising work ethic characterized by commitment, rigour, and strong attention to detail.

This is a contractual position for an initial term of 11 months, 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 as required.

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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