

Practice Associate

About Us

The IIHS is a national education institution committed to the equitable, sustainable and efficient transformation of Indian settlements. IIHS is a prospective national University for Innovation focused on India's on-going urban transformation. It will address the challenges of urbanisation through an integrated programme of high quality education, research and knowledge generation, executive training, distance learning, design and advisory services, advocacy and intervention. For more information, please see <http://www.iihs.co.in>

Job Description

IIHS is looking for a Practice Associate who will:

- Support a Senior Associate in managing practice programme.
- Support the Director with managing organizational networks.
- Support practice projects through their interim and cyclical progress reviews.
- Contribute to the urban practice outputs.
- Support proposal building.
- Provide project support including keeping minutes, organizing contacts, financial planning, preparing letters, presentations and reports and coordinating logistics.
- Prepare all aspects of project close-out.
- Communicate regularly with the project team, the host organization and any partners/funders.
- Other duties as assigned.

Skills and Abilities

- Demonstrated project management and research skills in an urban focused environment;
- Excellent communication, relationship management, team-building and interpersonal skills;
- Knowledge of proposal building - budget making, disbursement plans, deployment, delivery plan, etc. - is important.
- Demonstrated attention to detail;
- Experience with large grant making organisations and funding agencies, especially managing the protocols of project during its life cycle;
- Experience with the research community is an asset;
- Expertise in using software including OpenProj (MS Project clone), MS Project and MS Office (especially Excel and Word);
- Able to work in a fast paced, dynamic environment; and
- Able to work flexible hours from time to time.



INDIAN INSTITUTE FOR
HUMAN SETTLEMENTS

Requirements

Applicants should hold Bachelors in any field (preferably urban / development/ planning /environmental/economics sector) or a Masters in Urban Studies, Public Policy, Planning or Management. 2-3 years of relevant work experience is desirable. The candidate must have excellent spoken and written communication skills. The candidate must demonstrate an ability to engage with and across multiple disciplines central to the IIHS.

Successful candidates will possess both the desire and capacity to learn and work in a team. This is a paid full time position with competitive salary based in Bangalore. The search will remain open until the position is filled.

Structure and Reporting

The Associate will report to a Senior Associate (and partially to the Director).

Review and Assessment

The role and performance of the incumbent shall be subject to normal review and assessment systems at IIHS.

Diversity Policy

The 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.

Contact

Please send an updated resume and a cover letter addressing how you meet the above requirements to:

Human Resources
IIHS Bangalore City Campus
No. 197/36, 2nd Main
Sadashivanagar
Bangalore 560080

p: +91-80-67606666

f: +91-80-23616814

Email : hr@iihs.co.in

Please mention the Subject of the e-mail as Practice Associate.