Research Manager

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

The IIHS Research programme is critical to the IIHS mission of generating new knowledge. The core responsibility of the Research Manager will be to assist in the development of research at IIHS, and support the research team to create high quality education, research, and practice. The position will be housed in the Academics and Research Programme, and the incumbent shall be responsible for project management, strategic planning, grant development, and research support for IIHS's research programmes in urban practice.

Activities and Tasks

The candidate will be expected to:
1. Draft and implement strategic plans for the IIHS research programme
2. Assist with project management for IIHS research grants
3. Set up and manage systems for tracking and identification of domestic and international grant opportunities, proposal development and submissions
4. Set up and run project and financial management systems for effective delivery across multiple projects
5. Curate yearly calendar of internal and external events, seminars and talks as the public interface of IIHS research and academic programmes
6. Aid in translation of IIHS research into public intellectual outputs such as op-eds, blog posts, briefs, and other publication outputs.
7. Manage the IIHS Knowledge Gateway, an interactive website of IIHS publications, writing, blogs and resources
8. Support IIHS journal and e-journal publication
9. Participate in all activities of Institution building at IIHS; carrying out tasks as assigned by IIHS; and travel on IIHS work within or outside the country as and when needed.

Person Specification

Applicants should have at least four years of experience in research management with organisations such as but not limited to multilateral organisations, NGOs, and educational institutions. The applicant should have experience with a specific focus on grant writing for research to international standards. Ideal applicants will have some domain knowledge of urban issues from within any discipline, including but not limited to urban studies, public policy, law, economics, environmental studies, urban planning and architecture, transportation planning. Applicants need to be able to work effectively in a team, and work to deadlines. Effective working knowledge of at least one Indian language is necessary; effective knowledge of Kannada is ideal.

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 the IIHS can be undertaken only after obtaining formal consent from the IIHS.

This is a paid position with a competitive salary, located in Bangalore. The search will remain open until the position is filled.

Structure and Reporting

The Senior Associate/Consultant will report jointly to Senior Consultants, Academics and Research.

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 *(Subject : Research Manager)*