

## Senior Editor (Academics)

### 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 Senior Editor to manage an editorial team in order to: (a) assist in setting up editorial processes for in-house research and practice publications including academic articles, working papers, professional reports, policy briefs, curriculum and training materials, cases, process documentation documents etc; (b) support content edits for publication, communication and outreach materials; and (c) set up and produce a twice-yearly academic journal on urbanization.

### Activities and Tasks

The candidate will be expected to:

Assemble an editorial team IIHS as well as a broader network of copy editors.

Establish and help implement editorial processes, templates and frames across all IIHS teams

Provide substantive and copy edits to academics, research, training and practice at IIHS for all in-house publications, working papers, reports, policy briefs, etc.

Liase with the design team to ensure smooth production of all publications and digital material

Provide editorial support to communications, design and outreach materials, including print and web content.

Set up processes, liase with publishers, produce a twice-yearly academic journal on urbanization.

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.

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.

## **Person Specification**

Applicants should have at least 5-7 years' experience, with experience in academic publishing preferred. Ideal applicants will have some domain knowledge of urban issues from within any discipline. Applicants should have experience managing editorial teams and processes from commissioning to final publication in a digital environment. 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.

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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 Editor will report to the Director, IIHS.

## **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 (hr@iihs.co.in)

**Indian Institute for Human Settlements (IIHS)**

IIHS Bangalore City Campus

No. 197/36, 2nd Main, Sadashivanagar, Bangalore 560080

Please mention the Subject of the e-mail as "**Senior Editor (Academics)**"