

ORGANIZATION	National Institute of Urban Affairs (NIUA)
CENTRE	Centre for Digital Governance (CDG)
PROJECT	National Urban Learning Platform (NULP)
FUNCTIONAL TITLE	Junior Program Associate
NO. OF POSTS	01
DUTY STATION	New Delhi, India

About the National Institute of Urban Affairs (NIUA):

Established in 1976, the National Institute of Urban Affairs (NIUA) is a premier institute of the Ministry of Housing and Urban Affairs, Government of India, for research and capacity building for the urban sector in India. For more than 40 years now, NIUA has been the vanguard for contributing to and building the urban narrative for a fast-evolving urban India. The Institute has been actively working on bringing forth key areas of concern for urban India in order to build the urban discourse at various urban scales. It has utilised its competencies in research, knowledge management, policy advocacy and capacity building to address urban challenges and continuously striving to develop sustainable, inclusive and productive urban ecosystems in the country. It has emerged as a thought leader and knowledge hub for urban development in India and is sought after by both Indian and international organisations for collaborations and partnerships in India's urban transforming journey. NIUA is committed towards aligning its efforts towards achieving Sustainable Development Goals (SDGs) through all its initiatives and programmes. Read more about NIUA at niua.in

About the Centre for Digital Governance (CDG):

The National Institute of Urban Affairs (NIUA) instituted under the Centre for Digital Governance (CDG) to operationalise the ambitious National Urban Digital Mission (NUDM) to contribute to quality of life for our citizens by way of inclusive and accessible digital solutions. Read more about CDG at niua.in/cdg.

National Urban Learning Platform(NULP) is one of the initiatives under the National Urban Digital Mission, launched by the Ministry of Housing and Urban Affairs & the National Institute of Urban Affairs. NULP is a unique platform for e-learning and peer to peer learning platform for the urban practitioners. Read more about NULP at nulp.niua.org.

Position: Junior Program Associate

With the guidance of the National Program Head, the Jr.Program Associate will support in the execution of in the operationalisation of the NULP program. The Jr.Program Associate will

provide inputs to the design, planning and management of the National Urban Learning Platform.

Responsibilities:

- Assist in implementing the activities for operationalising the NULP Program; coordinating with stakeholders at NIUA and states, cities and across the urban ecosystem.
- Manage strategy, implementation and optimization of processes associated with the implementation of NULP.
- Follow up on performance indicators/ success criteria, targets and milestones, preparation of reports
- Brainstorming with potential partnerships or methods for engagement with the users, maintaining a calendar for outreach events and execute various outreach events.
- Work with key stakeholders to create efficient practices, and provide insights to the program.
- Develop and maintain relationships with program partners at the Central, State, City levels and others.
- Identify and communicate opportunities and plans for partners.
- Represent NIUA-CDG at forums, conferences, summits and meetings to describe the benefits of NULP platform to partners and other industry players.
- Travel to monitor program implementation at state and city level on need basis.
- Support in formulating and executing procurement strategies for NIUA and NUDM on need basis.

Qualifications

- Urban Planner, Public policy, MBA or any equivalent degrees in a closely related field from a premier institute.
- Demonstrated experience of 2-3 years in related field.

Required Skills and Competencies:

- Demonstrated experience in working with Urban Local Bodies / State Government.
- Skilled at stakeholder management, and coordinating teams and multi-party processes
- Experience of working at Central/State level in the urban sector
- Excellent verbal communication skills, including the ability to communicate with and manage expectations of senior executives/experts and their staff.
- Experience in developing preliminary communications strategies and campaigns for government stakeholders
- Strong analytical, conceptualization and communication skills, good understanding of market research techniques and data analytics, outstanding attention to detail.
- Entrepreneurial spirit, including ability to work independently and autonomously

Location: Based out of the office at NIUA, New Delhi, with travel to various Indian states as and when required.

References: Name and contact information of two references

Remuneration: At par with the industry standards, depending on experience and skills. Proof of past remuneration (last received salary/monthly contract payment) will be required.

Notice Period: Notice period for termination from either side will be 30 (thirty) days or salary in lieu of.

Application process: Submit CV and cover letter through the NIUA portal. Only shortlisted candidates will be contacted.

No. of Positions: 1

Last Date to Apply: The application will be closed as soon as a suitable candidate is selected for the role.