

ORGANIZATION	National Institute of Urban Affairs (NIUA)
CENTRE	Centre for Digital Governance (CDG)
PROJECT	National Urban Digital Mission
FUNCTIONAL TITLE	Program Associate
NO. OF POSTS	1
DUTY STATION	New Delhi, India
DURATION	12 Months - extendable
TYPE OF CONTRACT	Individual full-time contract

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 National Urban Digital Mission:

The National Institute of Urban Affairs (NIUA) instituted 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.

CDG will use the three pillars of NUDM (People, Process, Platforms) to activate digital service delivery and ease of access across all cities and towns in India by 2024. NUDM will create a shared digital infrastructure as a public good through open source, customisable digital urban platforms, building blocks, data infrastructure to manage the core digital urban data, and the infrastructure required for its seamless exchange. Read more about NUDM at nudm.mohua.gov.in.

Position: Program Associate

Role & Responsibilities:

The Program Associate will support in the execution of in the operationalisation of the CDG and its programs. The Program Associate will provide inputs to the design, planning and management

of the Centre and NUDM.

Responsibilities:

- Assist in implementing the programs of the operationalising the NUDM, coordinating with stakeholders at NIUA, MoHUA and States/UTs.
- Manage strategy, implementation, and optimization of processes associated with the implementation of NUDM in the States/UTs.
- Follow up on performance indicators/ success criteria, targets and milestones, and the preparation of reports.
- Analysis of the situation in the program, identification of operational and financial problems, and development of solutions.
- Work with key stakeholders to create efficient practices and provide insights for the program.
- Analysis of RFPs, EOI, Tenders etc.
- Preparation of plans, policies with proper documentation and guidelines.
- Develop and maintain relationships with program partners at the Central, State and city levels.
- Identify and communicate opportunities and plans for partners.
- Travel to monitor program implementation at state and city levels on a need basis.

Skills, Qualifications, and Experience:

- Qualification: Bachelor's in Technology/Engineering/Urban Planning/Architecture/Urban Management/ equivalent degrees in public policy/ law/ commerce or others in a closely related field from a premier institute.
- Experience: 2+ years in implementing of e-governance/digital governance programs
- Public policy or government consulting.
- Excellent program management, team management, stakeholders management skills, communication and Writing skills.
- Experience of working at Central/State/PSU level in the urban sector is preferred.
- Basic understanding with new age technologies eg. Micro-services, AI, ML, GIS, Chatbot etc. is desired.
- Entrepreneurial spirit, including ability to work independently and autonomously

Number of Position(s): 2

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.

Last Date to Apply: 30th May, 2024. Hiring is on a rolling basis and applications for this position will be closed as we find a suitable candidate. Encourage prospective and eligible candidates to apply immediately.