

## PROJECT BACKGROUND:

The Programme “Sustainable Urban Development – Smart Cities II” (SUDSC II) aims at anchoring resilient, sustainable approaches and solutions for urban development including infrastructure that consider disaster risk management and the leave-no-one- behind concept, within the context of various Programmes and Missions of the Government of India.

**NIUA will play a variety of roles as part of an end-to-end ‘Ecosystem Support’ for mainstreaming risk-informed, integrated, resilient and sustainable urban development in cities. This will involve four components:**

- **Policy Advocacy :** NIUA will support the effective development of various policy frameworks and guidelines for shaping city planning practices, infrastructure design and technology adoption as well as governance mechanisms to effectively achieve risk-informed, integrated, resilient, sustainable and inclusive urban development.
- **Capacity Building:** This component will focus on developing capacities of government functionaries as well as other professionals from industry, academia and civil society who can champion the strategies foregrounded under the partnership and ensure implementation. NIUA will support the roll out of cross-sectoral modules through selected training institutions.
- **Mainstreaming Innovations:** This component includes support for implementation of innovative frameworks/ solutions in partner cities that can act as lighthouse initiatives for scaling up across the cities/states. Focus will be on fostering data-based digital tools that can lead to improved planning, governance and service delivery.
- **Instituting Communities of Practice:** This component will focus on constituting peer-to-peer knowledge exchange platforms comprising representatives from public, private, scientific communities and CSOs. Deliberations of such groups will result in the development of at knowledge products on risk-informed, integrated, resilient and sustainable urban development with focus on gender and inclusion.

Summarily, under the partnership, NIUA will help to improve timely adoption/adaption of the strategies espoused under the SUDSC into the planning and governance frameworks of partner states and cities and effectively nudge on-ground implementation.

## SUPPORT PROGRAMME: INTERNAL VACANCY ANNOUNCEMENT

PROJECT	Mainstreaming Risk-informed, Integrated, Resilient and Sustainable Urban Development in Cities
POSITION	Project Assistant- Urban Management
EXPERIENCE	Min. 2 years
SALARY BAND	As per NIUA standards
LOCATION	New Delhi with willingness to travel to partner States/Cities
LAST DATE OF APPLICATION	30 <sup>th</sup> August, 2024

**A. DUTIES AND RESPONSIBILITIES:** Project Assistant will provide support in managing the project outputs and deliverable in close consultation with the counterpart and as per the contract agreement (). The candidate should be comfortable working in an interdisciplinary environment and should be able to manage multiple tasks and meeting deadlines. Under the guidance and direct supervision of the Team Lead, the Project Assistant shall undertake the following tasks:

- i. Assisting in research related to global best practices in the field of Sustainable urban development including integrated planning, resilient infrastructure, climate resilience & disaster risk management etc.
- ii. Facilitate recording of proceedings at various internal meetings, workshops, conferences and other fora, organised as part of the Project;
- iii. To take lead in maintaining all communication record with the counterpart and prepare quarterly report (including financial progress) in close consultation with the Team lead and Senior associate;
- iv. Under guidance of Team lead, track project performance, specifically to analyse the successful completion of short- and long-term goals;
- v. Support in preparation of knowledge products, guidance documents, etc.
- vi. Provide required support in undertaking the Training of Trainers for various capacity building areas; Support team members in instituting the community of practise through knowledge exchange platforms comprising representatives from public, private, scientific communities and CSOs;
- vii. Participate in the periodic review meetings and discussions related to project implementation, monitoring and follow-up;
- viii. Ability to interact with a variety of stakeholders including government officials, private sector, civil society institutions and research institutions.
- ix. Any other duty and responsibility assigned by the Team Lead and Senior Associate at NIUA.

**B. QUALIFICATION & EXPERIENCES:**

- i. Master's degree (in Urban Planning/ Urban Management/Public Policy, or related fields) with an understanding of the project management, sustainable development, public policy, capacity building, dissemination of knowledge modules, etc.
- ii. Minimum 2 years full time work experience after post-graduation, with experience in project management.

- iii. Software proficiency: MS Word, Excel, Power Point, Knowledge of professional software like ARC GIS, QGIS, Auto-Cad, InDesign, Adobe, etc. will be an added advantage.
- iv. Excellent written and verbal communications and presentation skills, including the ability to speak persuasively and to present ideas clearly and concisely to authorities;
- v. Ability to work flexibly on a range of assignments showcasing strong teamwork and collaboration and adjust to a variety of complex and evolving tasks to meet deadlines
- vi. Ability to work independently and under pressure.

**DESIRABLE:**

- i. Experience with State Govt/ Central Govt/Local Bodies/ Resource Centres/ NGOs/ Communities/ National Urban Missions (SMART City, AMRUT, PMAY, etc)/ multilateral/ bi-lateral organisation like ADB, KFW, UNDP, etc;
- ii. Experience of working on projects requiring application of GIS-based analysis, plan preparation; etc.
- iii. Proficiency in spoken and written English. A good command over regional language of mission cities is an advantage.

**Interested Applicants may send in their CVs to [cv@niua.org](mailto:cv@niua.org)**