

<b>ORGANIZATION</b>	National Institute of Urban Affairs (NIUA)
<b>CENTRE</b>	Centre for Digital Governance (CDG)
<b>PROJECT</b>	National Urban Digital Mission
<b>FUNCTIONAL TITLE</b>	Jr. Program Associate
<b>NO. OF POSTS</b>	One
<b>DUTY STATION</b>	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](http://niua.in)

**About the Centre for Digital Governance (CDG):**

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](http://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](http://nudm.mohua.gov.in)

**Position: Jr. Program Associate**

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

**Responsibilities:**

- Assist in implementing the programs and policies of the operationalising the CDG Program; coordinating with stakeholders at NIUA and MoHUA, in states, and across the urban ecosystem.

- Manage strategy, implementation and optimization of processes associated with the implementation of NUDM.
- Follow up on performance indicators/ success criteria, targets and milestones, preparation of reports
- Analysis of the situation in programme, identification of operational and financial problems, development of solutions
- 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 and City levels.
- Identify and communicate opportunities and plans for partners.
- Travel to monitor program implementation at state and city level on need basis.

**Qualifications:**

- M.Tech or Masters in Urban Planning or Urban Management, MBA or equivalent degrees in public policy, law, commerce or others in a closely related field from a premier institute.
- Demonstrated experience of 2-4 years in implementing programs related to technology / product management, public policy or government consulting
- Excellent communication skills including the ability to communicate with and manage expectations of senior executives/experts and their staff.

**Required Skills and Competencies:**

- Demonstrated experience in government/public procurement processes
- Strong analytical, conceptualization and communication skills, good understanding of market research techniques and data analytics, outstanding attention to detail.
- 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
- Entrepreneurial spirit, including ability to work independently and autonomously

**Number of Position(s): 1**

**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 of Application:** 14 April 2023 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.