

NATIONAL INSTITUTE OF URBAN AFFAIRS

ORGANIZATION	National Institute of Urban Affairs (NIUA)
CENTRE	Centre for Digital Governance (CDG)
FUNCTIONAL TITLE	Website Associate
DUTY STATION	New Delhi, India
DURATION	One Year
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. NIUA's broad objective is to bridge the gap between research and practice on issues related to urbanization. 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 utilized 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 organizations 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.

About the Centre for Digital Governance (CDG):

The Ministry of Housing and Urban Affairs (MoHUA) has launched the National Urban Digital Mission (NUDM) in February 2021. The vision is to unlock urban innovation and promote collaboration across the entire urban ecosystem. The objective is to create an open digital public good which can enable co-creation and collaboration across the "quadruple helix" of government, industry, academia, and civil society and citizens' groups in urban India.

With the goal to facilitate adoption and put technology as the core of operations for digital transformation across the ecosystem, the need for an anchor was felt to tie the strengths of all stakeholders together. Responding to this pressing necessity, Centre for Digital Governance (CDG) was institutionalised under the ambit of National Institute of Urban Affairs (NIUA). Envisioned to function as a trusted partner for distributed governance, CDG envisages establishing practice areas on research, governance, platform, partnerships, communication and learning.

With a charter to operationalize NUDM, CDG is on an ambitious and landscape defining path to contribute to quality of life for our citizens by way of inclusive and accessible digital solutions. The aspiration is to allow digital forces to enable the ease with which citizens, industry and government can connect, collaborate, transact, and share information; state and city administrators can increase productivity by

automating routine tasks; and facilitate data-based decision making to drive governance and policy making.

Roles and Responsibilities:

The Website Associate will get the opportunity to be a part of the team setting up the CDG at NIUA to operationalise the visionary NUDM for Indian Urban Governance. The Website Associate will be deputed under the supervision of Chief Programme Officer (CPO) with the following tasks:

1. Complete responsibility of all the maintenance and updating of the content on all the websites of the Mission on regular basis.
2. Providing new ideas and themes to update all the websites on a regular basis.
3. Designing and building the websites front-end.
4. Creating the websites architecture.
5. Designing and managing the websites back-end including database and server integration.
6. Generating WordPress themes and plugins.
7. Conducting websites performance tests.
8. Troubleshooting content issues.
9. Monitoring the performance of the live websites.
10. Knowledge of code versioning tools including Git, Mercurial, and SVN.
11. Strong understanding of responsive web design techniques.
12. Create charts, graphs, infographics, illustrations, and touch up artwork, using Adobe software, Canva and other software's/platforms.
13. Able to understand independently to gather the website designing requirements and give design deliverables.
14. Manage deadlines and communicate.
15. Strong attention to detail in terms of quality of the deliverables.

The Website Associate will also update the content on each and every section of different websites of the Mission or any other related activities as desired by the team.

Qualifications:

1. Minimum 3-5 years proven experience in WordPress web Development and/or Shopify Development, with exposure to creating Themes, Plugins, and extending core functionality.
2. Knowledge of front-end technologies including CSS3, JavaScript, HTML5, and jQuery.
3. Strong understanding of PHP back-end development.
4. Good knowledge on managing Domain, Hosting, and security systems
5. Experience working with debugging tools such as Chrome Inspector and Firebug.
6. Familiarity with design software and technologies (such as InDesign, Illustrator, Dreamweaver, Photoshop, Canva)
7. A keen eye for aesthetics and details, excellent communication skills.
8. Ability to work methodically and meet deadlines
9. Bachelor's degree in computer science/ B Tech/MCA or a similar field.

10. Should have the knowledge and experience of drupal.

Required Skills and Competencies:

- Expertise in WordPress multisite architecture.
- Experience with WordPress security best practices, as well as familiarity with WordPress code standards and guidelines.
- Experience in building user interfaces for websites and web applications.
- Demonstrate excellent debugging/troubleshooting skills.
- Optimise website / application for maximum speed and scalability.
- Good understanding of website architecture and aesthetics.
- Ability to manage work and projects.
- Good communication skills.
- Familiarity in multi-media presentation, graphics software would be preferred.
- Should be able to work in a fast-paced environment and be adept at time-management.
- Should be willing to work at the Institute on a full-time basis.

Location: Based out of the office at NIUA, New Delhi

Remuneration:

Basis the qualifications and skill sets, a consolidated amount up to ₹ 50000 per month, inclusive of local transport allowance and all taxes.