

ORGANIZATION	National Institute of Urban Affairs (NIUA)
FUNCTIONAL TITLE	Jr. Program Associate
PROJECT NAME	Inclusive Cities Centre
DUTY STATION	New Delhi
DURATION	1 year on contractual role
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 Ministry of Housing and Urban Affairs, Government of India, for research and capacity building for urban sector in India. NIUA’s broad objective is to bridge the gap between research and practice on issues related to urbanisation. 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 out 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.

About the Inclusive Cities Centre:

The Inclusive Cities Centre (ICC) is a pioneering initiative established under the National Institute of Urban Affairs (NIUA), and with strategic support from the Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH (GIZ). It aims to facilitate evidence-based planning and investments that lead to truly promoting inclusive development in cities, elevating urban productivity and enhancing the quality of life for all residents. With a special focus on empowering the most vulnerable groups in urban areas – including persons with disabilities, women, children, the elderly, and urban poor, – the Centre strive to create cities that are equitable, accessible, and sustainable.

ICC is dedicated to transforming urban development by embracing a comprehensive approach that considers diverse economic, spatial, digital, and structural factors while ensuring inclusivity with regard to gender, abilities, and age. Through strategic partnerships, collaborative engagements, and cutting-edge research, it is committed to reducing inequities in access to essential public services and programmes, promoting local economic development for the benefit of all, and fostering meaningful citizen engagement in urban governance. To achieve its vision, the Centre actively collaborates with national, regional, and global networks and think tanks, combining resources and knowledge to develop innovative tools and frameworks to progress towards inclusive development in urban areas of India.

Job Opportunity:

The Project Associate will be a part of Inclusive Cities Centre at NIUA and will work on technical components including design and research activities, specifically aligned to inclusive DRR and climate resilience. The ideal candidate should be able to provide cutting-edge, evidence based and integrated solutions to mainstream “equitable and just transitions” in India’s climate action plans and disaster risk reduction by bringing together expertise across diverse domains of knowledge and practice.

Key Responsibilities:

- Desk research and analysis of existing policies, frameworks, reports, designs and best practices.
- Support in drafting reports (including field report, observational report, audit report, research report), white papers, policy brief and other knowledge products.
- Collection and analysis of social and spatial data.
- Conducting field research (FGD, KIIs/KPIs, IDIs) and survey (visual/ HH/spatial audit).
- Transcribing field notes/ FGD/ KIIs/ KPIs / HH surveys/ spatial audits etc.
- Identification, documentation and drafting case studies.
- Any other task/ work/ assignment assigned by the Team Lead/ Supervisor.

Educational Qualifications:

- Must have a bachelor’s in urban planning/ environmental studies/ developmental studies/ architectural design/ climate change & sustainable development or other related subjects under domain of urban development.
- A bachelor’s in Architecture/ design will be preferred.

Experience and Skills requirement:

- 0-3 years of professional/research experience.
- Experience in conducting on-ground action research will be preferred.
- Experience in writing reports, papers and knowledge products will be preferred.
- Experience in conducting qualitative and quantitative research will be preferred.

Desirable attributes:**Professionalism:**

- Knowledge and understanding of theories, concepts and approaches relevant to urban planning, inclusive development, resilience, disaster risk reduction, and climate change adaptation/mitigation;
- Ability to identify issues, analyse and participate in the resolution of issues/problems;
- Ability to conduct data collection using various methods;
- Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases;
- Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities.

Planning & Organizing:

- Develops clear goals that are consistent with agreed strategies;
- Identifies priority activities and assignments;
- Adjusts priorities as required;
- Allocates appropriate amount of time and resources for completing work;
- Foresees risks and allows for contingencies when planning;
- Monitors and adjusts plans and actions as necessary;
- Uses time effectively.

Communication:

- Speaks and writes clearly and effectively;
- Effective report writing skills;
- Tailors language, tone, style and format to match audience;
- Demonstrates openness in sharing information and keeping people informed.

Teamwork:

- Works collaboratively with colleagues to achieve organizational goals;
- Solicits input by genuinely valuing others' ideas and expertise;
- Is willing to learn from others;
- Places team agenda before personal agenda;
- Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position;
- Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Location:

National Institute of Urban Affairs, India Habitat Centre, New Delhi with willingness to travel to partner States/ Cities

Number of Positions: 1 (one)

References:

Name and contact information of two references to be included in the CV.

Remuneration and Experience Certificate:

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

Application Process:

Submit CV and cover letter through NIUA portal.

Last Date of Application: 10th August 2023