

## URBANSHIFT COUNTRY PROJECT: VACANCY ANNOUNCEMENT

### **PROJECT: UrbanShift (Livable Cities in India: Demonstrating Sustainable Urban Planning and Development through Integrated Approaches)**

#### **PROJECT DESCRIPTION:**

NIUA and United Nations Environment Programme (UNEP) are jointly implementing a GEF 7-funded project titled UrbanShift (Livable Cities in India: Demonstrating Sustainable Urban Planning and Development through Integrated Approaches). The project aims to transform Indian cities through integrated urban planning which would lead to reducing GHG emissions, air pollution and congestion, protecting and conserving ecologically sensitive areas by building capacity of state and city authorities. The objective of project is to demonstrate low emissions, resilient, nature-based inclusive sustainable urban development in selected cities and support scale-up nationally. The project would provide technical assistance and investment for undertaking the following activities in the target cities (Pune & Surat) and the replication cities (Agra & Puducherry):

- Evidence-based sustainable and integrated planning;
- Investments in low emissions, resilient, Nature-based Solutions (NbS) and mobility;
- Innovative financing solutions for cities; and
- Knowledge management and capacity development: Knowledge products, good practices and tools would be made available to national, state and city authorities as well as other stakeholders through the National Urban Learning Platform (NULP).

To maximise impact, the NULP will draw on the materials of the UrbanShift Global Project, providing the stakeholders with opportunities to learn from experiences both nationally and internationally. The project will also focus on enabling gender mainstreaming practices and processes through inclusion of gender expertise, stakeholder consultations with women, adoption of gender responsive planning and budgeting processes and mandatory gender assessment of all urban development projects.

#### **PROJECT STAFFING:**

The project will be implemented through a Project Management Unit at NIUA. Applications for the following PMU positions are being invited:

- 1. Urban Development Specialist (Project Implementation Lead /Team Leader)**
- 2. Asst. Project Manager/ Project Coordinator (PMU)**
- 3. Knowledge Management and Communication Specialist**
- 4. Urban Transport Expert**

The project tenure is 4 years (till September 2026).

For each of the above positions, one-year contract (renewable on a yearly basis, subject to performance evaluation) will be awarded at the time of employment.

5. **Sr. Project Officer (Knowledge Management and Communication)**
6. **Project Officer (Nature-based Solutions)**
7. **Project Officer (Transport)**

The Project Officers will be hired for 1 year. Based on the requirement of the project and performance evaluation, the employment contract may be renewed on a case-to-case basis.

**APPLICATION PROCESS:**

All applications should be submitted on the NIUA website and must contain a detailed resume, cover letter, writing sample and three professional references.

The last date for applying for the Urban Development Specialist (Project Implementation Lead /Team Leader) position is January 11, 2023. The last date for applying for all the other positions is January 20, 2023.

Only shortlisted candidates will be contacted to appear for an interview. Candidates are encouraged to participate in the interview process in person. However, if a candidate is unable to travel for the interview, this should be mentioned in the cover letter so that necessary arrangements for a virtual interaction can be made.

Interested candidates can apply for more than one position. That being the case, the candidate must mention the interested positions (in the order of priority) in the cover letter.

## 2. ASSTT. PROJECT MANAGER/ PROJECT COORDINATOR (PMU)

PROJECT	UrbanShift: Livable Cities in India (Demonstrating Sustainable Urban Planning and Development through Integrated Approaches)
EXPERIENCE	Min. 10 years
REMUNERATION	As per NIUA standards
LOCATION	NIUA, New Delhi, India; with willingness to travel
LAST DATE OF APPLICATION	January 20, 2023
NO. OF VACANCIES	01

### A. DUTIES AND RESPONSIBILITIES:

**Asst. Project Manager/ Project Coordinator (PMU)** will provide managerial support to Team Lead/Project Implementation Lead - PMU (at NIUA) for executing all activities under the said GEF project. The incumbent shall also provide technical support to the Urban Local Bodies (ULBs) to execute projects as per the best practices in the relevant sector. Under the guidance and direct supervision Team Lead/Project Implementation Lead, the Asst. Project Manager/ Project Coordinator (PMU) shall undertake the following tasks:

- i. In consultation with the Team Lead/Project Implementation Lead - PMU support planning, coordinating and monitoring the activities of the Project at national and city level.
- ii. Actively coordinate with the project executing agency/ies and other responsible parties and contracted institutions to monitor their activities, and collate feedback on progress in project implementation.
- iii. Ensure that project implementation is carried out according to the project document and the outputs are delivered and outcomes achieved within the approved timeframe and budget.
- iv. Maintain regular communication with relevant stakeholders at the city level.
- v. Organize and facilitate city level Coordination Group meetings and other project meetings;
- vi. Liaise with concerned local government bodies on a regular basis to ensure their active & effective participation in the project.
- vii. Integrate the databases and systems developed as part of the projects and enhance the ICCC to deliver integrated planning approaches.
- viii. Identify the capacity development needs of ULBs and arrange for necessary trainings in consultation with UNEP and UrbanShift Global Platform.
- ix. Support preparation of knowledge products and their dissemination to all relevant institutes and stakeholders.
- x. Support development of Project Specific Website and its integration with NULP and other knowledge platforms of NIUA including linkage with UrbanShift global website to share the knowledge products and tools developed under this project.
- xi. Track project achievements against the Results Framework, Core Indicator worksheet and Gender Action Plan.
- xii. Ensure effective financial management and reporting as per UNEP's financial guidelines.
- xiii. Prepare quarterly progress reports and quarterly financial reports.

- xiv. Participate in the periodic review meetings and discussions related to project implementation, monitoring and follow-up.
- xv. Any other duty and responsibility assigned by the National Project Director (NPD) and Team Lead/Project Implementation Lead - PMU at NIUA.

**B. EXPECTED OUTPUTS AND DELIVERABLES:**

- i. On-time and high-quality delivery of project outputs and reports;
- ii. Up-to-date presentations for internal and external audiences;
- iii. Frequent coordination meetings with all stakeholders at city level for output delivery;
- iv. Project Specific Website and integration of NULP with UrbanShift; and
- v. Enhance the ICCC to deliver integrated planning approaches.

**C. QUALIFICATION & EXPERIENCE:**

- i. Master's degree (preferably in Urban Planning/ Environment/ Water/ Engineering/ Public Policy/ Economics/ International Relations, or related fields) with an understanding of the integrated sustainable planning, Nature-based Solutions (NbS), gender-sensitive planning, low-carbon mobility, etc. and previous experience in program implementation or project management.
- ii. Proficiency in use of office software packages (MS Word, Excel, PowerPoint, etc.), AutoCAD and GIS softwares (ArcMap, AutoCAD Map, QGIS, etc.).
- iii. Good communication, interpersonal and presentation skills, with an ability to work in a multi-cultural environment.
- iv. Ability to work independently and under pressure.

**D. DESIRABLE:**

- i. Experience of working with Central Govt./ State Govt./ National Urban Missions (SMART City, AMRUT, etc.)/ Multilateral and bilateral organizations/ Local Bodies/ Resource centers/ NGOs/ Communities.
- ii. Proficiency in spoken and written English. A good command over regional language (of project cities) and Hindi is desirable.

**E. AGE LIMIT:** Upper age limit for the post shall be less than 40 years.

**F. REPORTING STRUCTURE:** Asst. Project Manager/ Project Coordinator (PMU) will report to the Team Lead/Project Implementation Lead - PMU at NIUA.