

We're Hiring!

Senior Urban Designer

Documentation Expert

Lucknow Office

Jana
Urban
Space



Qualifications: Senior Urban Designer

- **Minimum 10 Years' experience** in Urban Road / Integrated Road development and related project
- **Graduate degree in Architecture / Urban Design**
- **Post Graduate Degree in Urban Design**
- Should have previous **street / public space design and construction experience.**
- Software Skills: **Autocad, Adobe suite and MS Office**



Role Requirements

- Work with the **Urban Road Infrastructure Development Agency (URIDA) in Uttar Pradesh**
- Manage urban road construction schemes, including **implementation of CM GRIDS (Urban)**
- **Coordinate between key stakeholders** and maintain clear communication channels between various stakeholders.
- **Coordinate collaborative capacities** of the local government, international and national orgs.
- Understand the requirements of department / state government and stakeholder **ensuring implementation of key projects.**



Qualification: Documentation Expert

- **Graduate degree in Engineering / Planning/ Mass Communication or Post Graduate Diploma (Business Management)**
- **Postgraduate degree in Sociology / Mass communication / Business Administration / Planning and related discipline.**
- **Minimum 5 years' experience** as a Communication Expert.
- Proficient with MS office, social media platforms and web enabled services.
- Strong leadership, administration, analytical, communications, interpersonal and project management skills



Role Requirements

- **Generate report/data** as required.
- Preparation of **Power Point Presentations and reports.**
- Guide ULBs in the **implementation of key parameters and developing reports.**
- Assist ULB in **preparing and presenting data, submitting Evaluation reports**, attend reviews, etc
- Prepare **monthly status report**
- **Documentation and Information/Data Management and Administrative Assistance.**

Role Requirements

- Preparation of **monthly and quarterly reports**.
- Support in **co-ordination with National / International institutes** for capacity building & training programs and its related works
- Support in **training & capacity building** to ULB Officials, DPR Consultants, Contractors & related personals related to project preparation, execution, operation, management & maintenance with the help of team members.
- Support in **IEC related activities**
- Any other related and assigned work