

Vacancy Announcement

Job Description for Knowledge Management Specialist- CITIIS 2.0

ORGANIZATION	National Institute of Urban Affairs (NIUA)
FUNCTIONAL TITLE	Knowledge Management Specialist- CITIIS 2.0
PROJECT NAME	City Investments To Innovate, Integrate & Sustain (CITIIS)
DUTY STATION:	New Delhi, India
DURATION	One Year (Renewable)
TYPE OF CONTRACT	Individual Consultant Contract (Full-time)
NUMBER OF POSITIONS	01

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 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 Institution 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 out 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 programs.

About CITIIS 2.0

CITIIS 2.0 is a program conceived by the Ministry of Housing and Urban Affairs (MoHUA) in partnership with the French Development Agency (AFD), Kreditanstalt für Wiederaufbau (KfW), the European Union (EU), and National Institute of Urban Affairs (NIUA). The program approved by the Union Cabinet on 31 May 2023 and it envisages to support eighteen competitively selected projects promoting circular economy with focus on integrated waste management at the city level, climate-oriented reform

actions across twenty-one States, and institutional strengthening and knowledge dissemination at the National level.

The funding for CITIIS 2.0 would include a loan of Rs.1760 crore (EUR 200 million) from AFD and KfW (EUR 100 million each) and a technical assistance grant of Rs.106 cr. (EUR 12 million) from the EU.

Following the CITIIS 1.0 model, CITIIS 2.0 has three major components:

Component 1: Financial and technical support for developing projects focused on building climate resilience, adaptation and mitigation in 18 cities through selection of competitively selected projects promoting circular economy with focus on integrated waste management.

Component 2: The States will be provided support to (a) set-up/strengthen their existing State climate centres/ Climate cells/ equivalents (b) create State and city level Climate Data Observatories (c) facilitate climate-data driven planning, develop climate action plans and (d) build capacities of municipal functionaries.

Component 3: Interventions at all three levels; Centre, State and City to further climate governance in urban India through institutional strengthening, knowledge dissemination, partnerships, building capacity, research and development to support scale up across all States and Cities.

The CITIIS 2.0 program is strategically aligned with the second phase of Swachh Bharat Mission-Urban. The SBM-U 2.0 was launched on 1st October 2021, for a period of 5 years (till October 2026). The vision for SBM-U 2.0 is to achieve “Garbage Free” status for all cities by 2026 and institutionalizing ‘Swachh’ behaviour amongst the citizens. The Government of India in partnership with States/ UTs and ULBs is committed to make all cities ‘Garbage Free’ under SBM-Urban 2.0 to contribute to the achievement of the Sustainable Development Goals (SDG) 2030, which will ultimately improve the quality of life and ease of living of urban populations, thus leading to urban transformation.

Responsibilities

The Knowledge Management Specialist will be responsible for designing and executing a comprehensive knowledge capitalization strategy for the CITIIS 2.0 program. Working under the guidance of the Program Director – CITIIS, the incumbent will lead efforts to generate, document, package, and disseminate key insights from the program and its projects.

This role will be critical in transforming implementation learnings into actionable, accessible, and scalable knowledge products for use across India’s urban ecosystem.

The responsibilities will include, but will not be limited to:

1. Knowledge Generation and Capitalization

- Capture critical learnings and innovations emerging from the implementation of Integrated Solid Waste Management projects and climate action interventions in States and cities under the CITIIS program.
- Develop high-quality case studies, project profiles, and success stories to highlight transformative practices.
- Design and develop toolkits, guidelines, and good practice manuals that serve as practical resources for ULBs, state governments, and sectoral practitioners.
- Identify knowledge themes and conduct capitalization studies at both program and project levels, in partnership with technical agencies, academic institutions, or think tanks.
- Support thematic deep-dives on topics such as decentralized waste management, behavioral change, circular economy integration, climate co-benefits, and stakeholder engagement.

2. Program Documentation & Research

- Maintain comprehensive documentation of ongoing program activities, city-level innovations, challenges, and stakeholder engagement processes.
- Ensure that all learnings and outputs are well-organized and retrievable through knowledge repositories.
- Provide structured datasets, field documentation, and contextual information to external agencies involved in program-level assessments or studies.
- Support periodic reviews and reporting by compiling synthesis documents, briefs, and evidence-based narratives.

3. Dissemination and Outreach

- Translate technical and field-based insights into user-friendly knowledge products for varied audiences.
- Design and implement dissemination strategies using offline and digital platforms.
- Facilitate knowledge exchange between cities, states, and development partners to encourage peer learning and scale-up of innovations.

Reporting

The Knowledge Management Specialist shall report to the Program Coordinator & TL-CITIIS at NIUA, New Delhi.

Skills and Qualifications

- Master's degree in Urban Planning, Public Policy, Development Studies, Communications, or a related field.
- Minimum 7 years of work experience in knowledge management, urban development, program documentation, or policy research.
- Familiarity with government programs related to urban development such as the Swachh Bharat Mission, AMRUT and Smart Cities Mission.
- Knowledge of solid waste management systems, circular economy principles, and urban climate resilience.
- Familiarity with knowledge capitalization methods, participatory research, and design of practitioner-friendly outputs.
- Demonstrated experience of developing project reports, consultation papers, policy primers etc.
- Excellent written and oral communication skills.

References

Please provide name and contact information of three references.

Remuneration

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

Application process

Submit CV and cover letter through the NIUA portal.

Last Date of Application: 16th April, 2026