

ORGANIZATION	National Institute of Urban Affairs (NIUA)
FUNCTIONAL TITLE	Program Officer
PROJECT NAME	City Investments To Innovate, Integrate & Sustain (CITIIS 2.0)
DUTY STATION:	NIUA, India Habitat Centre, New Delhi, India
CONTRACT DURATION	Three Years
TYPE OF CONTRACT	Individual Consultant Contract (Renewable)
NO. OF POSITIONS	ONE (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

CITIIS 1.0 is a joint program of the Ministry of Housing & Urban Affairs (Govt of India), Agence française de développement (AFD), European Union (EU) and National Institute of Urban Affairs (NIUA). The program is assisting 12 cities across India-selected through a challenge process to develop and implement innovative and

sustainable urban infrastructure. These infrastructure projects with a total outlay of over Rs. 1200 Crores are under four thematic areas viz. Sustainable Mobility, Public Open Spaces, Urban eGovernance & ICT, Social & Organizational Innovation in Low-income settlements.

CITIIS 2.0, the second phase of the CITIIS program was approved by the Union Cabinet on May 31, 2023 with an outlay of Rs. 1866 Crores. CITIIS 2.0 will be financed through a EUR 200 million bilateral loan from AFD and KfW and a technical assistance grant of EUR 12 million from the European Union. The program envisages to support competitively selected projects promoting circular economy with focus on integrated waste management at the city level, climate-oriented reform actions at the State level, and institutional strengthening and knowledge dissemination at the National level.

Guidelines of the program can be accessed through:

https://citiis.niua.in/web/sites/default/files/2023-10/CITIIS%202.0-%20Operational%20Guidelines_.pdf

Responsibilities

The Program Officer will be a part of the program team and support in activities including programmatic and operational. The responsibilities of the incumbent shall include, but will not be limited to:

- Establish strategic co-operative and collaborative relationships with program stakeholders and partners and effectively manage relationships with them;
- Liaison with Smart City SPVs and ULBs under the CITIIS 1.0 and CITIIS 2.0 program for providing regular support to project activities and monitoring of project progress;
- Support the coordination and management of the program activities and manage reporting, monitoring and evaluation requirements;
- Contribute to the preparation of reports, analyses and reviews related to the implementation of the program, and support other planning and reporting activities of the Program Management Unit;

- Review and support in assessing outputs and outcomes as per the logical frameworks developed at project and program level respectively;
- Provide operational support for technical expertise and Program Management Unit organized program events at city and state level;
- Report monthly, quarterly, half-yearly and annual progress on all program activities as per the requirements of MoHUA, AFD, KfW and European Union;
- Supporting the Knowledge Capitalization process.

Reporting:

The Program Officer shall report to the Program Manager-CITIIS at NIUA, India Habitat Centre, New Delhi.

Skills and Qualifications

- Post-graduate degree preferably with a focus on Urban Planning, Economics, Climate Change or any related field;
- Minimum 3 years of professional experience in development projects implemented by national / international NGOs/ UN bodies/ Governments/ Autonomous bodies/ Bi-lateral agencies or Consulting firms;
- Demonstrated experience of working on urban projects;
- Experience in coordinating with Municipal Governments, Smart City SPVs or any other Government agencies;
- Experience of dealing with large datasets, and developing analytical reports;
- Responds positively to critical feedback and differing points of view;
- Good social, analytical, inter-personal and planning skills.
- 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. Applications through any other mode shall not be accepted. Only eligible applicants meeting the minimum criteria may apply.

Last Date of Application: 30 September 2024