



We're hiring!

Senior Manager – Urban Design

Jana
Urban
Space

Location | Guwahati, Assam
Team | Urban Design

About Jana Urban Space Foundation

Established in 2007, Jana Urban Space Foundation (Jana USP) is a Professional Services Social Enterprise (PSSE), delivering transformational, world-class work on the spatial dimension of cities. Jana USP's work is focused primarily on practice – the execution of projects that deliver this transformational experience on-the-ground. Such practice work is carried out in three studios: Urban Planning; Urban Design; and Inclusive Architecture. Over the years, Jana USP has also taken up several policy and reforms initiatives, related to spatial aspects of Urban Planning and Urban Design of Indian cities, with a view to address many policy, institutional and operational bottlenecks in these areas. Jana USP is a not-for-profit entity.

We are seeking a Senior Manager – Urban Design with a passion for transforming urban spaces across India. The ideal candidate will bring a mix of creativity, leadership, and hands-on experience in urban design projects to shape vibrant, sustainable public spaces.



What will a Senior Manager – Urban Design really do?

As Senior Manager – Urban Design, you will play a critical role in driving partnerships and projects, while managing and coaching a team of urban design professionals.

Client Engagement

- Build and maintain strong working relationships with government stakeholders.
- Communicate project updates, presenting milestones through reports, presentations, and visual materials.
- Represent Jana USP at meetings, conferences, and other professional gatherings.

Project Management

- Define project goals, timelines, and milestones, ensuring timely and quality execution.



- Manage resources efficiently and maintain comprehensive project documentation.
- Monitor progress closely to identify and address any deviations.
- Collaborate with cross-functional teams within Jana USP and other group entities.
- Conduct periodic site visits for supervision and ensure project adherence to standards.

Technical and Team Management

- Lead project concept development and visioning
- Conduct primary and secondary research relevant to the project
- Oversee and guide the team in preparing concept designs, technical drawings, and presentations.
- Ensure thorough vetting of any documents / drawings being issued.
- Ensure high standards in graphical and technical outputs across all deliverables.
- Work with the team to ensure timely completion of the tasks and the best outcomes.



Qualifications and Experience

- Master's degree in Urban Design or a related field is mandatory.
- 8+ years of experience in urban projects, ideally including streets, parks, waterfronts etc
- Demonstrated experience working with senior government or civil society stakeholders.
- Familiarity with the full project lifecycle, including execution and costing (BOQs) for government-led projects
- Experience working with non-profits, think tanks, or government agencies.

What competencies does it take to be Senior Manager – Urban Design?

- Proven leadership skills, with experience managing teams and delivering high-quality outputs.
- Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint) Adobe Suite (Illustrator & InDesign), and other relevant analytical and design software.



- A sharp eye for detail and a strong sense of design and aesthetics.
- Excellent writing, editing, and presentation skills in English.
- Team player with an interest in systems thinking and inclusive urban development.

Remuneration

JanaUSP is an equal opportunity employer and offers a highly dynamic and enabling work environment. We provide competitive remuneration commensurate with relevant experience skill-sets and background.

This position is based out of Guwahati.

Application Process

Please write to us with your CV and portfolio, along with a link to your updated LinkedIn profile at [**work@janausp.org**](mailto:work@janausp.org) with “Senior Manager – Urban Design” in the subject line.



THINK YOU'RE THE RIGHT FIT ?

APPLY NOW

