

**URGENT: All India Institute of Local Self Government, Mumbai** invites applications for the following:

**Post:** Project Manager

**Location:** Regional Centre of Urban and Environmental Studies (RCUES) of All India Institute of Local Self Mumbai

**Employment details:** Appointment will be on contractual full time basis for one year to start with (extendable)

Regional Centre of Urban and Environmental Studies (RCUES) Mumbai is a Regional Centre established and supported by Ministry of Housing and Urban Affairs (MoHUA), Government of India (GoI) in the year 1968, and is anchored at AILSG Mumbai. RCUES, AILSG Mumbai is also the secretariat to Maharashtra Urban WASH-ES Coalition, a jointly established platform by RCUES, AILSG Mumbai and UNICEF Maharashtra. For more details visit <https://www.mahawashcoalition.com/>

**Requirements:**

- Qualification: Masters in urban planning/development, environmental engineering or equivalent
- At least 7-10 years of experience in relevant urban sector (Urban Governance/ Sanitation/ Water/ Solid Waste Management/ Environment/Climate Change)
- Good know how of working with the State and Local Governments, preferably in Maharashtra
- Excellent quantitative/qualitative analysis, presentation making as well as report writing skills are must
- Good communication skill in English (written and oral), Marathi (written and oral) and Hindi (oral) is must
- Preference may be given to the candidates who have worked in above mentioned sectors in urban development missions with Government departments and partners and good know how of public policies
- A team player who is adaptable, self-motivated and result oriented

**Work Profile/ Key Responsibilities:**

- Work in close coordination with Director, RCUES of AILSG Mumbai
- Work closely with Government Departments dealing with urban WASH, environment and governance
- Manage and monitor a team for implementing projects, ensuring project deliverables and timeline etc.
- Work on development of new projects proposals/ToRs/financial budgets etc.
- Work on knowledge management, making reports / presentations as per the need of the projects / clients
- Undertake visits to cities and towns to conduct meetings with commissioners/chief officers and local level assessment, action research and handholding support to Urban Local Bodies etc.
- Work with clients/ partner organisations for implementing projects
- Work on capacity building activities like module development, delivery of sessions, plan to organize events, workshops, programmes etc. to facilitate partnerships and collaborations/ capacity building of officials
- Undertake any other work required to achieve the desired output under the project

**How to apply:**

Interested candidates should send their application with the updated curriculum-vitae on the E-mail ID: [recruitment@aillsg.org](mailto:recruitment@aillsg.org) and [dir.rcues@aillsg.org](mailto:dir.rcues@aillsg.org) with subject line- **Application for Project Manager – AILSG Mumbai** on or before **15<sup>th</sup> December 2022**

*For any queries, reach out to Ms. Mamata Shetty at +91 8451001436*