

URBANSHIFT COUNTRY PROJECT: VACANCY ANNOUNCEMENT

PROJECT: UrbanShift (Livable Cities in India: Demonstrating Sustainable Urban Planning and Development through Integrated Approaches)

PROJECT DESCRIPTION:

NIUA and United Nations Environment Programme (UNEP) are jointly implementing a GEF 7-funded project titled UrbanShift (Livable Cities in India: Demonstrating Sustainable Urban Planning and Development through Integrated Approaches). The project aims to transform Indian cities through integrated urban planning which would lead to reducing GHG emissions, air pollution and congestion, protecting and conserving ecologically sensitive areas by building capacity of state and city authorities. The objective of project is to demonstrate low emissions, resilient, nature-based inclusive sustainable urban development in selected cities and support scale-up nationally. The project would provide technical assistance and investment for undertaking the following activities in the target cities (Pune & Surat) and the replication cities (Agra & Puducherry):

- Evidence-based sustainable and integrated planning;
- Investments in low emissions, resilient, Nature-based Solutions (NbS) and mobility;
- Innovative financing solutions for cities; and
- Knowledge management and capacity development: Knowledge products, good practices and tools would be made available to national, state and city authorities as well as other stakeholders through the National Urban Learning Platform (NULP).

The project will also focus on enabling gender mainstreaming practices and processes through inclusion of gender expertise, stakeholder consultations with women, adoption of gender responsive planning and budgeting processes and mandatory gender assessment of all urban development projects.

PROJECT STAFFING:

The project will be implemented through a Project Implementation Unit (PIU) at city-level which will include a City Project Coordinator (CPC) and other subject matter experts.

With this background, applications for the following PIU position is being invited:

1. City Project Coordinator (CPC), PIU – Surat, UrbanShift

The project tenure is 4 years (till September 2026). For each of the above positions, one-year contract (renewable on a yearly basis, subject to performance evaluation) will be awarded at the time of employment.

APPLICATION PROCESS:

All applications should be submitted on the NIUA website and **MUST** contain a detailed resume, cover letter,

writing sample and three professional references. The last date for applying is **June 23, 2025**.

Only shortlisted candidates will be contacted to appear for an interview. Candidates are encouraged to participate in the interview process in person. However, if a candidate is unable to travel for the interview, this should be mentioned in the cover letter so that necessary arrangements for a virtual interaction can be made.

1. CITY PROJECT COORDINATOR (CPC), PIU – Surat

PROJECT	UrbanShift: Livable Cities in India (Demonstrating Sustainable Urban Planning and Development through Integrated Approaches)
NO. OF VACANCIES	01
EXPERIENCE	Min. 8 years
REMUNERATION	As per NIUA standards
DUTY STATION	Surat; with willingness to travel
LAST DATE OF APPLICATION	June 23, 2025

A. DUTIES AND RESPONSIBILITIES:

The **City Project Coordinator** shall contribute to executing GEF projects and help ULBs to execute the project as per the best practices in the relevant sector. The incumbent's role is key to effective planning and implementation of the UrbanShift Country Project at their respective city. S/he will be responsible for coordinating all activities pertaining to the long-term planning/ reporting/ execution of each of the identified city-level GEF 7 projects and ensure their timely and quality implementation. S/he shall be responsible for the following activities:

- i. Work as team leader of Project Implementation Unit (PIU) set up at the city-level
- ii. In consultation with the Project Implementation Lead (PIL)/ Team Lead (TL) at NIUA and City Project Director (CPD) at city-level, take lead in planning, coordinating, and monitoring the activities of the Project and reporting to PIL/ TL at PMU (NIUA).
- iii. Ensure that project implementation is carried out according to the project design and the outputs are delivered and outcomes achieved to the required standard of quality within the approved timeframe and budget.
- iv. Regular communication with city level governmental agencies, state level government agencies (as required), city Coordination Group members, and all other key stakeholders. Liaise with concerned State and local government bodies on a regular basis to ensure their active contribution and participation in the project.
- v. Support the PIL/ TL at NIUA in organizing project related workshops such as Inception Workshop, Project Steering Committee meetings and other project related meetings.
- vi. Supervision of the city-level staff, experts, subcontractors, and implementing partners working on the project.
- vii. Foster partnerships with State Level Training Institutions.
- viii. Identify capacity development and training needs of various stakeholders and support PIL/ TL at NIUA to arrange for necessary trainings.
- ix. Ensure that the knowledge products prepared under the Project are of high quality and are disseminated and used by the relevant institutions and stakeholders.
- x. Undertake field visits to track progress made in implementation of the project and take corrective actions as required.
- xi. Identification of risks and opportunities, preparation and implementation of mitigations measures.

- xii. Track project achievements against the Results Framework, Core Indicator worksheet and Gender Action Plan.
- xiii. Support to ensure effective financial management and reporting as per the UNEP financial guidelines.
- xiv. Participate and actively engage in the periodic review meetings and discussions related to project implementation, monitoring and follow-up.
- xv. Any other responsibility assigned by the National Project Director (NPD), PIL / TL (NIUA) and City Project Director (CPD).

B. EXPECTED OUTPUTS AND DELIVERABLES:

- i. On-time and high-quality delivery of project outputs, deliverables, and required reports;
- ii. Up-to-date presentations for internal and external audiences; and
- iii. Frequent coordination meetings with all project staff for output delivery.

C. QUALIFICATION & EXPERIENCE:

- i. Master's degree (preferably in Urban Planning/ Environment/ Water/ Engineering/ Public Policy/ Economics/ International Relations, or related fields) with an understanding of the integrated sustainable planning, Nature-based Solutions (NbS), gender-sensitive planning, low-carbon mobility, etc. and previous experience in project management and implementation.
- ii. Good understanding of development issues such as livelihood, gender, etc.
- iii. Experience in managing big projects, handling partnerships including funding.
- iv. Experience in the usage of computers and office software packages (MS Word, Excel, Power Point, etc.).
- v. Good communication, interpersonal and presentation skills, with an ability to work in a multi-cultural environment.
- vi. Ability to work independently and under pressure.

D. DESIRABLE:

- i. Experience of working with Central Govt./ State Govt./ National Urban Missions (SMART City, AMRUT, etc.)/ Multilateral and bilateral organizations/ Local Bodies/ Resource centers/ NGOs/ Communities.
- ii. Have knowledge and Experience as Quantity Surveyor / Estimating/ Costing of Urban Infrastructure Projects
- iii. Working knowledge of GIS softwares (ArcGIS, AutoCAD, etc.) will be an added advantage.
- iv. Proficiency in spoken and written English. A good command over regional language (of project cities) and Hindi is desirable.

E. AGE LIMIT: Upper age limit for the post shall be less than 40 years.

F. REPORTING STRUCTURE:

The City Project Coordinators will report to the Project Implementation Lead/ Team Lead - PMU at NIUA and to the City Project Director (CPD) at the city level.