

Vacancy Announcement

Job Description for Program Coordinator & Team Lead- CITIIS 2.0

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| ORGANIZATION | National Institute of Urban Affairs (NIUA) |
| FUNCTIONAL TITLE | Program Coordinator & Team Lead- CITIIS 2.0 |
| PROJECT NAME | City Investments To Innovate, Integrate & Sustain (CITIIS) |
| DUTY STATION: | New Delhi, India |
| DURATION | Three Years (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.

Key Responsibilities

The Program Coordinator & Team Lead – CITIIS is a senior leadership position responsible for overall strategic and operational management of the CITIIS program. As the head of the Program Management Unit (PMU) at NIUA, the Program Coordinator & Team Lead will lead the implementation of CITIIS 2.0, ensuring effective coordination with national and international partners, compliance with program agreements, timely delivery of outputs, and high-quality technical support to States and Cities.

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

1. Program Leadership and Strategic Management

- Lead and manage the CITIIS Program Management Unit (PMU), ensuring efficient and results-oriented delivery of the program across all three components of the program.
- Provide day-to-day leadership and strategic direction throughout the program lifecycle, including planning, budgeting, risk management, and performance monitoring under the guidance of senior officials of the Ministry of Housing & Urban Affairs, Government of India.
- Ensure the program's implementation is aligned with the Grant Facility Agreement (GFA), Credit Facility Agreements (CFA), and the CITIIS Program Documents.
- Oversee program design, workplans, timelines, milestones, and resource allocation to achieve program objectives.

2. Stakeholder Management

- Serve as the central point of contact for all program stakeholders, including MoHUA, AFD, KfW, European Union, State Governments, SPVs, and partner institutions.
- Represent the program in high-level meetings and review missions.
- Act as the Member Secretary of the CITIIS Apex Committee, responsible for organizing meetings, preparing reports, and following up on decisions and recommendations.

3. Financial and Operational Oversight

- Manage and oversee the program budget, including technical assistance grants and credit line disbursements.
- Ensure transparent and accountable financial management in coordination with NIUA's finance and procurement teams.
- Monitor financial reporting and ensure compliance with donor and government financial procedures.

4. Monitoring, Reporting, and Compliance Management

- Establish and maintain a comprehensive monitoring and evaluation framework to track program progress, impact.
- Ensure regular, high-quality program reporting to MoHUA, AFD, KfW, EU, NITI Aayog and other relevant entities.
- Coordinate periodic audits, reviews, and impact evaluations in line with funder and government requirements.

5. Team Management and Capacity Building

- Build and mentor a high-performing program team, ensuring clarity of roles, delivery of outputs, and professional development.

- Foster a collaborative, accountable, and knowledge-driven work culture within the PMU.

Reporting

The Program Coordinator & Team Lead shall report to Director, NIUA and the Joint Secretary, Ministry of Housing & Urban Affairs.

Skills and Qualifications

- Master's degree or higher in Public Policy, Urban Planning, Environmental Management, Economics, Engineering, or a related discipline.
- Minimum 15 years of progressively responsible experience, including at least 8 years in program management roles, preferably in urban development / circular economy related sectors.
- Demonstrated experience in managing large-scale, multi-stakeholder, donor-funded projects or government programs in India.
- Familiarity with bilateral/multilateral cooperation and prior experience of dealing with agencies such as AFD, KfW, EU, World Bank, UN bodies, etc.
- In-depth understanding of Indian urban governance and national flagship schemes such as the Swachh Bharat Mission-Urban, AMRUT, Smart Cities Mission, and climate action frameworks.
- 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: 04 August 2025