

ORGANIZATION	National Institute of Urban Affairs (NIUA)
PROJECT	Capacity Building Programme (CBP) of ULBs
FUNCTIONAL TITLE	Team Lead
NO. OF POSTS	01
DUTY STATION	New Delhi, India

About the National Institute of Urban Affairs (NIUA):

National Institute of Urban Affairs (NIUA) is a premier institute for research, capacity building and dissemination of knowledge for the urban sector in India. It is a registered as an autonomous body under the Ministry of Housing and Urban Affairs (MoHUA), Government of India. NIUA conducts research in emerging themes such as urbanisation, urban policy and planning, municipal finance and governance, land economics, transit-oriented development, urban livelihoods, environment and climate change and smart cities.

One of NIUA's key mandates is capacity building of officials in cities, states, institutions and industries.

About the Capacity Building Programme (CBP) of ULBs

The delivery of essential municipal services is hindered by institutional deficiencies due to low staffing and reduced technical capabilities. These deficits are further exacerbated by capacity building failures, limited digital enablement, weak data systems, and insufficient collaboration across government, academia and industry. The rapid scale and pace of urbanisation demand innovative solutions in problem solving—leveraging technology, data, planning, and reform in administration systems and capacity building. To address unique institutional and functional gaps across 4,900+ ULBs in the country, it is proposed to adopt a competency-based model—conducting detailed needs assessments and designing tailored capacity building plans. These plans will guide targeted, demand-driven technical training programs for municipal personnel, with a hybrid delivery mode for optimal effectiveness.

Therefore, a capacity building program with a dedicated, learner-focused approach to enhance technical knowledge of municipal officials and combining in-person training with self-paced online learning is being conceptualised. Under the proposed initiative, the National Urban Learning Platform (NULP), which is the online capacity building arm of MoHUA, would focus on the technical capacity building of all ULB officials to achieve the specific targets.

Position: Team Lead

The candidate will be a highly motivated team manager, well-organized, adapted at building relationships inside and outside the organization, and with a track record as an exceptional lead in driving national capacity building programmes pan India.

Responsibilities:

- Developing the programme roadmap while leading cross-functional projects aimed at enhancing the user experience and improving team workflows, supporting the development of organisational partnerships and leveraging quantitative and qualitative data to optimise program outputs.
- Deploy detailed project management plans, control project plans to manage project schedule and deliverables, manage projects costs, assess potential project issues, manage project contingencies, report on project progress to MoHUA and NIUA leadership.
- Allocate roles and tasks to project members, monitor contributions by each member, help team members overcome roadblocks
- Track issues regularly, create an issue resolution plan and monitor effectively, escalate issues in a timely manner
- Supervise and lead internal and external implementation teams for achieving all program milestones and submission of deliverables. Ensure adherence to cadence and communication systems/processes put in place.
- Coordinate and deliver training; oversee the delivery of training by other experts, as needed.

Qualifications

- Post-graduate in related field such as urban & regional planning, community development, education, human resource management, Social Work, Psychology, Social Science, Public Health, Human Rights etc. Doctorate in any of the above disciplines is preferable.
- With more than 20 years of experience and demonstrated experience of 12-15 years in related field like Capacity Building, Edtech sector, Content Creation, Partnerships Management etc.

Required Skills and Competencies:

- Prior knowledge of working in training, capacity building and technology leveraging learning management systems in urban/municipal domains
- Working experience in State Government / ULBs for delivering national capacity building programmes
- Excellent verbal and written communication skills with fluency in English and Hindi
- Demonstrated experience of having managed multi-stakeholder projects at scale with internal and external teams.
- Experience in undertaking research or liaisoning with Government Departments, Financial Institutions, Ministries etc.

- Excellent verbal communication skills, including the ability to communicate with and manage expectations of senior executives/experts and their staff.
- Strong analytical, conceptualization and communication skills, good understanding of market research techniques and data analytics, outstanding attention to detail.
- Entrepreneurial spirit, including ability to work independently and autonomously

Location: Based out of NIUA, New Delhi, with travel to various Indian states / cities as and when required.

References: Name and contact information of two references

Remuneration: At par with the industry standards, depending on experience and skills. Proof of past remuneration (last received salary/monthly contract payment) will be required.

Notice Period: Notice period for termination from either side will be 30 (thirty) days or salary in lieu of.

Application process: Submit CV and cover letter through the NIUA portal. Only shortlisted candidates will be contacted.

No. of Positions: 1

Last Date to Apply: The application will be closed as soon as a suitable candidate is selected for the role.