ORGANISATION	National Institute of Urban Affairs (NIUA)
FUNCTIONAL TITLE	**Research Associate (Municipal Finance)**
NO. OF POSTS	3
DUTY STATION	New Delhi, India
DURATION	12 Months - extendable
TYPE OF CONTRACT	Individual full-time contract

About the National Institute of Urban Affairs (NIUA):

Established in 1976, the National Institute of Urban Affairs (NIUA) is a premier institute of the Ministry of Housing and Urban Affairs, Government of India, for research and capacity building for the 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 Institute 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 strive 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 after by both Indian and international organizations for collaborations and partnerships in India's urban transforming journey. NIUA is committed to aligning its efforts towards achieving Sustainable Development Goals (SDGs) through all its initiatives and programmes.

Role & Responsibilities:

The Research Associate (Municipal Finance) will assist in the preparation of reports and policy documents related to municipal finance for the ULBs, State and Central Finance Commissions. The role involves conducting research, analysing ULB financial data, and assisting in drafting submissions and memoranda. The candidate should have a good understanding of urban governance, municipal budgets, and fiscal frameworks, along with strong analytical and writing skills.

Qualifications

- Master's Degree in Social Sciences/Economics/Finance/Public Policy and Management or any other related subject from a well-recognised university.

Experience

- 1-2 years' experience in the relevant field
- Work experience related to Central or State Finance Commissions will be an added advantage

Knowledge & Skills

- Deep understanding of urban governance and central, state and local financing systems
- Good understanding of municipal budgets, Central and or State Finance Commissions
- Knowledge of handling secondary datasets, including Census of India and population projections
- Quantitative research methods, data analysis tools, and statistical software applications
- Excellent report writing and communication skills
- Ability to travel at short notice (if required)

Key Responsibilities:

- Conduct research and provide insights on municipal finance issues, such as resource mobilisation, tax collection, expenditure management and urban governance.
- Assist in drafting reports, submissions, and memoranda for the State and Central Finance Commissions.
- Analyse financial data and budgets of Urban Local Bodies (ULBs).
- Support the preparation of evidence-based policy documents and presentations.
- Coordinate with internal teams and government stakeholders for data collection and validation.

- Assist in preparing guidelines, toolkits, and manuals on municipal finance reforms for state and local government officials.

Terms of hiring:

The positions will be purely on a contractual basis for the duration of 12 months (further Extendable). During the contract period, the appointed candidates may be assigned work related to other projects if such a need arises within the organisation.

Remuneration:
Remuneration is at par with the urban sector standards, depending on qualification, experience and skills.

Location of positions:
All positions will be based in New Delhi.

No. of Positions: 3

Application process: Submit CV, writing sample and cover letter through NIUA portal

Last Date to Apply: April 20, 2025