

Job Description

Selection of Program Manager C Cube

Organisation	Climate Centre for Cities at National Institute of Urban Affairs
Functional Title	Program Manager
Duration	Two years

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. 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 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 after 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 programmes.

You may read more about NIUA at www.niua.in

About the Climate Centre for Cities

The Climate Centre for Cities (C-Cube) has been established at NIUA with support from the Ministry of Housing and Urban Affairs (MoHUA) to create synergy across all climate actions undertaken in Indian cities by various stakeholders. Our Vision: "To Build Climate Action in Cities". Urban development informed by climate resilience is crucial not only for steering growth towards a \$ 5 trillion economy but also for improving the quality of life for urban residents. The centre plays a pivotal role in developing partnership networks, building the capacities of city managers and key decision-makers, co-creating policy frameworks and strategy documents, designing tools, assessment frameworks, and data observatories, and developing solutions for the planning and implementation of climate-resilient project interventions in cities, and advocating for local actions.

Job Description:

The Climate Centre for Cities (C-Cube) is seeking a full-time Manager level position to oversee its urban resilience projects. The chosen candidate will lead strategic initiatives, manage ongoing projects, and actively collaborate with stakeholders, including government agencies, urban local bodies, and partner organisations. This role provides an opportunity to contribute to impactful urban climate resilience strategies within an interdisciplinary and evolving setting.

Responsibilities:

The Program Manager will work with the C Cube Head in developing the operational strategy for the Centre and will be primarily responsible for providing knowledge and managerial oversight for the programs and projects of the Centre.

Following competencies and functions to be performed:

- Ability to plan, execute and monitor parallel programs and projects.
- A good understanding of working of government systems, institutional set up, and working processes.
- Ability to lead high quality research and credible reports for dissemination.
- Developing high-quality knowledge products such as policy papers, research reports, blogs, proposals, and presentations.
- Design and conduct capacity-building programs and training workshops.
- Liaise with urban local bodies (ULBs), parastatal agencies, SPVs, and other partners to ensure effective stakeholder engagement.
- Strategically identify emerging areas in urban resilience and climate risk management.
- Cross sector institutional partnerships. Co-develop new initiatives in partnership with other agencies when required.
- Support documentation, reporting, and monitoring of project performance indicators.
- Provide support across academic, training, research, and operational verticals within C-Cube and with other departments and centres of NIUA.

Number of vacancies: One

Skills and Qualifications:

- **Master's degree** in Urban Planning, Environmental Science, Water & Sanitation, Development Studies, Public Policy, or related fields.
- Minimum **8 years of relevant experience** in climate resilience, urban project implementation, capacity building, and action research.
- **Demonstrated experience with national urban missions** such as AMRUT, Smart Cities Mission (SCM), Swachh Bharat Mission (SBM), and PMAY.
- Exposure to public policy and technology adoption in urban development is desirable.
- Strong design-thinking mindset, familiarity with visual communication, and ability to co-create innovative knowledge products.
- Proven ability to manage multi-disciplinary teams with excellent facilitation, coordination, and documentation skills.
- Strong verbal and written communication skills, with the ability to synthesize complex information into clear, actionable reports and presentations.
- Professionalism, self-motivation, and the ability to manage multiple priorities independently and effectively.

Location: This position is based in Delhi and may entail travel to other places in India.

Reporting: The selected candidate shall report to the Head of C-Cube

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