

<b>ORGANISATION</b>	<b>National Institute of Urban Affairs (NIUA)</b>
<b>POSITION</b>	Project Associate (Admin & Logistics)
<b>PROJECT NAME</b>	National geospatial Knowledge-based land Survey of urban Habitations (NAKSHA)
<b>DUTY STATION</b>	Department of Land Resources, Ministry of Rural Development, Nirman Bhawan, New Delhi
<b>DURATION</b>	12 months
<b>NATURE OF ENGAGEMENT</b>	Contractual, full-time
<b>AGE LIMIT</b>	Not exceeding 45 years as on prescribed last date of receipt of online applications.

### **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 urbanisation. For more than 45 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 discourse at various scales. It has utilised 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.

### **About the National geospatial Knowledge-based land Survey of urban Habitations**

NAKSHA is spearheaded by the Department of Land Resources (DoLR), Ministry of Rural Development. The core objective of this programme is to create land records in urban areas, ensuring accuracy, transparency, and up-to-date information. This will be piloted in more than 150 cities across the country, with a focus on empowering urban citizens, improving ease of living, and facilitating better urban planning.

### **Key Responsibility Areas**

- Assist in admin and HR documentation of project-related work and arranging required logistics.
- Maintain projects related all files, records, register.
- Support arrangement of logistic during day-to-day implementation support of projects, workshops and events.
- Check and reply emails, prepare letters and other communication, processing of e-files.
- Any other task assigned by the competent authority.

### **Work Experience Required**

- Minimum 5 years of experience in handling admin and managing logistics in any NGO/ Government/ Private sector organisation on any project-related work.
- Expert knowledge on MS Word, Excel, PPT, Email, Internet.

- Knowledge on record/ file keeping
- Working knowledge of e-office is desirable.
- Skill in computer typing, documentation and designing will be an added advantage.

### **Educational Qualifications Required**

#### **Essential:**

- Bachelor's degree in Arts/ Science/ Business Administration, or equivalent.

#### **Desirable:**

- Master's degree in Arts/ Science/ Business Administration, or equivalent.

### **Remuneration**

At par with the standards established by DoLR, commensurate with experience and skills. Proof of past remuneration (last received salary/ monthly contract payment) would be required.

### **Application Process**

- Applications to be only submitted online through NIUA's portal.
- Only candidates whose applications are complete in all regard and adhere to the prescribed format will be considered.
- Only shortlisted candidates will be notified.

**Last Date to Apply:** Applications will remain open till the position is closed.