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| ORGANIZATION | National Institute of Urban Affairs (NIUA) |
| FUNCTIONAL TITLE | Executive Assistant to The Director |
| NO. OF POSTS | One |
| DUTY STATION | NIUA office in New Delhi, India |

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

Overview:

We are seeking an experienced Executive Assistant to provide comprehensive support and smooth functioning of the Director's office at NIUA.

The ideal candidate should have a minimum of 7 years of experience in assisting Senior Officers and managing CEO/Director's office. The Executive Assistant will play a pivotal role in facilitating and managing critical workflow and ensuring the smooth operation of the Director Office.

Responsibilities:

- Prepare draft reports, proposals, memos, correspondence, and other documents by using strong research and writing skills, ensuring accuracy, clarity, and alignment with organizational standards/ objectives.
- Assist in preparing meeting agenda, presentations and briefing documents, minutes for internal and external meetings making sure the follow-up actions are documented and tracked accordingly.
- Independently develop PowerPoint presentations and other visual materials to assist the Director, handle confidential and sensitive information and communication with discretion and professionalism.
- Create and maintain accurate and updated documents and spreadsheets
- Collaborate with various verticals within organization to ensure seamless operations and communication.
- Act as a primary point of contact and communication between the Director and various stakeholders including government officials, partner organizations, and internal teams, ensuring effective communication and coordination.
- Manage the Director's calendar, schedule appointments, coordinate meetings, conference calls, and travel arrangements as needed, optimizing time efficiency and prioritizing tasks accordingly.

Qualifications:

- Bachelor's or Post-graduate degree in a relevant field such as Business Administration, Public Administration or related field.

Knowledge and Experience:

- Minimum of 7-8 years of experience in a similar role providing executive support to senior management in a government agency, non-profit organization or consulting firm specializing in urban development.
- Proficiency in Microsoft Office Suite, with advanced skills in PowerPoint for creating visually impactful presentations.
- Excellent verbal and written communication skills.
- Strong interpersonal skills and the ability to interact effectively with internal and external stakeholders across levels.
- Proven ability to work in a fast paced environment, while maintaining a high level of accuracy and attention to detail.
- Demonstrated ability to exercise sound judgment, discretion, and confidentiality in handling sensitive information and confidential matters.
- Self-motivated and proactive, with the ability to work independently with minimal supervision and as part of a collaborative team.

Number of Position(s): One

Location: New Delhi

References: Name and contact information of two references, as indicated in NIUA's online application.

Applications without references will not be considered.

Remuneration: At par with the industry standards, depending on experience and skills. Proof of past remuneration (proof of last three months' salary/ contract indicating remuneration) will be required.

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

Last Date of Application: June 17th, 2025