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| Organization | National Institute of Urban Affairs |
| Position | Subject Matter Expert : Urban Planning and Housing |
| Project Name | Mission Karamyogi |
| No. of Position | 1 |

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 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.

Target Profile:

Experienced in the Urban Planning / Housing / government advisory sector with knowledge of implementing training programs and capacity building initiatives. Capable of developing and delivering the Urban Planning and Housing Capacity Building Curriculum and pedagogical framework.

Responsibilities:

- Responsible for providing inputs in all Capacity Building tasks and curriculum related to Urban Planning including social aspects such as poverty alleviation, job creations, pro-poor planning approaches and housing for all etc as well as Public Health.
- Domain Competency Writing- Understand current processes and tech used, understand current tech changes (if any), conduct organizational analyses exercise to identify gaps in talent, conduct functional gap analyses and facilitate change strategy acceptance, work with domain expert to translate changes to roles and activities, Work with domain expert to translate roles and activities to competencies

- Project Teams Coordination - Regular task updating for all project members, Meeting notes and communication, identify change issues in process changes suggested, Identify change risk mitigation steps
- Recruitment Workflow Modifications - Suggest changes in the workflow as per iGOT recommendations, draw up change note for HR head's approval, Identify assessment processes for adoption by MDO's recruitment.
- Develop training and capacity building modules for internal and external stakeholders aligning with the training offerings of the organization
- Develop a customized capacity building strategy for each organization that has been assessed, including milestones for assessing progress
- Develop new curriculum or adapt existing resources into learning modules drawing on adult learning methodologies
- Build and maintain a knowledge repository of standard operating procedures of research and field activities.

Qualification:

Master's degree in Urban Management, Urban / Regional Planning, Urban Design, Development Studies or international cooperation other Urban Development Studies.
10 plus years in Capacity Building

Experience:

Industry knowledge and experience Five (5) years of direct experience in organizational capacity building, organizational development, and training Preferably Three (3) years of experience designing and delivering training for adult audiences in a variety of settings. Demonstrated skills and experience in organizational assessment, particularly at the central government level.

Last Date of application – 6th October,2025