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| Organization | National Institute of Urban Affairs |
| Position | Team Leader cum Project Manager |
| 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:

The candidate will be a highly motivated team manager, well-organized, adept at building relationships inside and outside the organization, and with a track record as an exceptional Human Resource Expert. S/he will possess a HR background; previous work experience in designing and implementing competencies; experience in change management processes in a governmental context.

Responsibilities:

- **Project Management** - Deploy detailed project management plans, Control project plans to manage project schedule and deliverables, manage projects costs, assess potential project issues, Manage project contingencies, Report on project progress to senior executives.
- **Manage Project Teams** - Allocate roles and tasks to project members, monitor contributions by each member, help team members overcome roadblocks, Mentor and coach external experts on ways of the MDO.
- **Project Issue Resolutions**- Track issues regularly, create an issue resolution plan and monitor effectively, Escalate issues in a timely manner.

- **Project Risk Assessment** - Identify risks for each specific functional area, perform risk assessment as required, Report assessment outcomes to relevant stakeholders, adopt risk control measures to ensure impact is controlled Supervise and lead capacity building programs for internal and external implementation teams.
- **Prepare a Program Outline** - Coordinate and deliver training; oversee the delivery of training by other experts, as needed Overall, in-charge of coordinating and implementing personnel and industrial relations policies, management functions, administrative control etc. in the organization. Evaluate the benefits of training after completion of different training sessions. Build assessment modules for the training delivered

Qualification:

Post-graduate in related fields such as community development, education, human resource management, Social Work, Psychology, Science, Social Science, Public Health, Human Rights etc.

Experience:

12-15 years of experience in handling 02 government project implementation/at least 2 large HR Transformation/ Capacity Building/ Organization Development/ Competency/Skill on mapping assignments as Project/ Programme Manager.

Last Date of Application: 6th October,2025