

ORGANIZATION	National Institute of Urban Affairs (NIUA)
FUNCTIONAL TITLE	Jr. Program Associate- Municipal Finance
PROJECT NAME	National Urban Digital Mission
DUTY STATION	New Delhi
DURATION	1 year on contractual role
TYPE OF CONTRACT	Individual full-time contract

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 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 out 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.

About the Project:

Over the past two decades, India has witnessed the role of technology as an enabler for development and progress. India is ready to lead the digital revolution and our cities can be the main recipients. Our ability to openly embrace emerging technologies in urban governance is the key to a powerful story of transformation in India's journey to economic power. Responding to this pressing necessity, Ministry of Housing and Urban Affairs (MoHUA) has launched National Urban Digital Mission (NUDM) in February 2021, which aims to build a shared digital infrastructure that will strengthen the capacity of the urban ecosystem to solve complex problems at scale and speed. Thus improve the ease of living for citizens through accessible, inclusive, efficient and citizen centric governance across India’s 4800 towns and cities. National Institute of Urban Affairs has setup the Centre for Digital Governance (CDG), an initiative to convene these digital efforts of the MoHUA. The NUDM inherits the guiding principles of the National Urban Innovation Stack (NUIS) - Strategy and Approach paper, released by MoHUA in 2019 as a vehicle to accelerate the ecosystem for urban transformation.

One of the key deliverables under NUDM is creation/ adoption of standards, which will enable improved information consistency, analytics, secure data access & transfer, smarter business processes; while also enabling diverse stakeholders to collaborate and their corresponding platforms and processes to interoperate seamlessly. The municipal governance standards are being designed to have minimum base elements common across ULBs to ensure interoperability, harmonisation and data driven governance. These can then

be adopted and built upon by ULBs with higher process complexities. These Standards are being designed to respond to the need for uniform systems. The standards will be created through specifications, certifications and best practices in the contexts of people (for example, policy standards and working methodologies), processes (for example process standards and compliance certificates) and the underlying digital platforms (for example, Reference architecture, Taxonomies, APIs and reference applications).

About Municipal Finance Unit

NIUA is setting up a National Municipal Finance Unit under National Urban Digital Mission. NIUA is in the process of building this team of domain experts and technology professionals. This Unit shall be responsible for building a Municipal Finance and accounting dashboard, Knowledge Standards, Knowledge Repository and related data analytics solutions for the consumption of ULBs, States/UTs and Ministries.

Roles and Responsibilities:

Scope of work:

The Associate- Municipal Finance will support the Municipal Finance Cell under Centre for Digital Governance (CDG)

Responsibilities:

- Collecting and analysing large sets of financial & operational data of ULBs at scale, from financial statements, budgets, & other information
- Support in preparation of Municipal Finance and Accounting Standards under National Urban Digital Mission
- Converting the data analysed above into meaningful insights & learnings, and disseminating in the form of presentations & reports,
- Analysing municipal finance processes and platforms of various States/UTs.

Qualifications:

- Post Graduate in Economics/Finance/Public Policy/Public Administration
- Candidate should possess experience in municipal finance of at least 2years
- Preferred: should have worked exposure to working with government stakeholders and understanding basic elements of the municipal finance
- Proficiency in MS Office suite particularly Excel, Word and PowerPoint, with extensive knowledge of analysis of data & municipal financial systems
- At least 3-5 years of professional work experience
- Proficiency in English

Skills and Competencies:

- Should have basic knowledge of municipal services and their relationships with municipal finance
- Strong analytical, conceptualization and communication skills and advanced skills in the MS office suite

- Past experience with writing in municipal finance, understanding of finance indicators, municipal finance procedures and data analysis
- Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners and authorities at different levels with an enthusiasm for participatory governance, technology and social impact
- Outstanding organizational and time management skills
- Self-motivated, takes initiative and is willing to accept responsibilities for results.
- Commitment to learning
- Should be able to work in a fast-paced environment, be agile, enthusiastic, adaptable, have willingness to learn and time-management skills
- Should be willing to work at the Institute on a full-time basis

Location:

National Institute of Urban Affairs, India Habitat Centre, New Delhi

Number of Positions: *1 (one)*

References:

Name and contact information of two references to be included in the CV.

Remuneration and Experience Certificate:

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

Application Process:

Submit CV and cover letter through NIUA portal.

Last Date of Application: 28th February 2023