

ORGANIZATION	National Institute of Urban Affairs (NIUA)
FUNCTIONAL TITLE	Junior Program Associate
NO. OF POSTS	One
DUTY STATION	New Delhi, India
DURATION	12 Months - extendable
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 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 strive 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 to aligning its efforts towards achieving Sustainable Development Goals (SDGs) through all its initiatives and programmes.

Role & Responsibilities:

The Junior Program Associate (Municipal Finance) will assist in the implementation of municipal finance reforms, provide support to state governments and Urban Local Bodies (ULBs), and ensure effective coordination between various stakeholders. This role focuses on the technical and programmatic aspects of municipal finance to enhance financial management, resource mobilization, and transparency at the municipal level.

Key Responsibilities:

- Conduct research and provide insights on municipal finance issues, such as resource mobilization, tax collection, and expenditure management.
- Maintain databases and dashboards to track financial performance and reform implementation.
- Monitor and track the progress of financial reforms in ULBs, ensuring timely interventions and reporting.
- Assist in the implementation of financial management reforms in ULBs, including accounting, budgeting, and auditing practices.
- Provide technical support to ULBs for improving financial processes, ensuring compliance with municipal finance regulations.
- Coordinate with state and local governments to streamline financial management practices across various ULBs.
- Support in the preparation of financial reports, budget documents, and fiscal performance analysis.
- Facilitate capacity-building programs and workshops to enhance the financial capabilities of municipal officials.
- Assist in preparing guidelines, toolkits, and manuals on municipal finance reforms for state and local government officials.

Skills, Qualifications & Experience:

- B.Com/CA/MBA Intermediate or equivalent in finance, accounting, or related disciplines or Master's Degree/MPhil/PhD in Economics/Statistics/Public Policy/Business Studies/Urban Finance and Management
- 2-4 years of relevant experience in municipal finance, accounting, or public finance management, preferably with ULBs or government bodies.
- Strong understanding of municipal finance concepts, including accounting, budgeting, auditing, revenue mobilization, public private partnerships, property taxation
- Ability to analyze financial data and prepare reports.
- Experience in working with government agencies, ULBs, or public finance bodies is preferred.
- Strong organizational skills and attention to detail.
- Strong Writing & Communication Skills
- Experience in working with National PMUs/Think Tanks/State PSUs

No. of Positions: 1

Reporting Officer: Director, NIUA

Last Date to Apply: November 20, 2024

Application process: Submit your application through the NIUA Job Portal