

ORGANIZATION	National Institute of Urban Affairs (NIUA)
CENTRE	Centre for Digital Governance (CDG)
FUNCTIONAL TITLE	Intern - Research & Writing
PROJECT	National Urban Digital Mission
NO. OF POSTS	01
DUTY STATION	New Delhi, India
DURATION	03 Months - extendable
TYPE OF CONTRACT	Internship

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.

About the Centre for Digital Governance (CDG):

The Ministry of Housing and Urban Affairs (MoHUA) has formulated the National Urban Innovation Stack (NUIS) strategy and approach with the vision to unlock urban innovation and promote collaboration across the entire urban ecosystem. The objective is to create an open digital public good enabling co-creation and collaboration across the "quadruple helix" of government, industry, academia, civil society, and citizens' groups in urban India. With the goal to facilitate adoption and put technology as the core of operations for digital transformation across the ecosystem, the need for an anchor was felt to tie the strengths of all stakeholders together. Responding to this pressing necessity, the Centre for Digital Governance (CDG) was institutionalised under the ambit of the National Institute of Urban Affairs (NIUA). Envisioned to function as a trusted partner for distributed governance, CDG envisages establishing five practice areas on Research and Advocacy, Digital Advisory, Partnerships, Engagement Advisory and Digital Governance. The aspiration of CDG is to allow digital forces to enable the ease with which citizens, industry and government can connect, collaborate, transact, and share information; state and city administrators can increase productivity by automating routine tasks; and facilitate data-based decision-making to drive governance and policy-making.

The Urban Platform for delivery of Online Governance (UPYOG), as one of the flagship programs of the CDG, will identify or create a number of the building blocks and governance mechanisms envisaged by NUIS.

Position overview:

We are seeking a motivated and dynamic Research intern who is good in writing to join our team. The ideal candidate will play a critical role in the preparation of Standards under NUDM and various other researches that are carried out for the same. This position will report directly to the Senior Program Associate and will work closely in various vertices under the NUDM.

Responsibilities

Overall Objective: Contribute to the success of National Urban Digital Mission (NUDM) projects through diverse skills and fresh perspectives.

Specific Roles and Responsibilities:

I. Project Support:

- Assisting project teams with research, data analysis, and synthesising knowledge products.
- Perform data collection, analysis, feedback and review with key stakeholders
- Developing and presenting presentations and reports for internal and external stakeholders.
- Contributing to content creation, copywriting, and technical writing related to NUDM projects.

II. Skill-Specific Contributions:

- Research Interns:
 - Conduct literature reviews, collect and analyze data, and contribute to research reports.
 - Support in the development of research methodologies and frameworks, assist with survey design, data collection, and analysis related to user research or policy evaluation for NUDM projects
 - Edit and proofread existing content for clarity and accuracy.
 - Present findings to a panel of experts and NUDM management every now and then.

Skills, Qualifications & Experience

- Qualification: M.Plan/MBA, M.A. in Public Policy, Development Studies, Urban Policy, Public Administration or related fields
- Strong writing, analytics and research skills
- A deep understanding of the urban sector is essential.
- Applicants with published articles, blogs and research papers are encouraged to apply (published links may be in the CV)

No. of Positions: 01 (may be changed on need basis)

Reporting Officer: Chief Program Officer, National Urban Digital Mission/Centre for Digital Governance, NIUA

Last Date to Apply: January 30, 2025 (applications will be reviewed on a rolling basis so early submissions are encouraged)

Application process: Submit your application through the NIUA Job Portal