

ORGANIZATION	National Institute of Urban Affairs (NIUA)
FUNCTIONAL TITLE	Financial Management Specialist- CITIIS
PROJECT NAME	City Investments To Innovate, Integrate & Sustain (CITIIS)
DUTY STATION:	New Delhi, India
DURATION	One Year (Renewable)
TYPE OF CONTRACT	Individual Consultant 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 Institution 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 programs.

About CITIIS

In 2018, the City Investments to Innovate, Integrate and Sustain (CITIIS) program was launched jointly by the Ministry of Housing and Urban Affairs (MoHUA), the French Development Agency (AFD), the European Union, and the National Institute of Urban Affairs (NIUA).

In order to leverage and scale up the learnings and successes of CITIIS 1.0, the second phase of the program (CITIIS 2.0) has been conceived by MoHUA in partnership with AFD, KfW, EU and NIUA. The program envisages to support competitively selected projects with a focus on integrated waste management at the city level, climate-oriented reform actions at the State level, and institutional strengthening and knowledge dissemination at the National level.

The National Institute of Urban Affairs (NIUA) hosts the Integrated Program Management Unit (PMU) to operate the CITIIS 2.0 program, supervise the program activities at the City and State levels, and also coordinate activities at the National level.

The objective for CITIIS 2.0 is to Foster climate-sensitive planning, Drive investments into urban climate action, and Build institutional, leverage partnership and anchor capacity building.

The program envisages to support competitively selected projects with a focus on integrated waste management at the city level, climate-oriented reform actions at the State level, and institutional strengthening and knowledge dissemination at the National level.

The major components of the program are:

- (i) Component 1 – Financial and technical support for up to 18 smart cities through the competitive selection of projects promoting a circular economy with a focus on integrated waste management.
- (ii) Component 2 – All States and UTs will be eligible for support on a demand basis. The States will be provided support to (a) set up/strengthen their existing State climate centres/climate cells/equivalents, (b) create State- and City-level Climate Data Observatories, (c) facilitate data-driven planning and implementation of climate action plans, and (d) build the capacities of municipal functionaries.
- (iii) Component 3 – Interventions at all three levels (Centre, State and City) to further climate governance in urban India through institutional strengthening, knowledge dissemination, partnerships, capacity building, and research and development to support scaling up across all States and Cities.

Responsibilities

The Financial Management Specialist shall work closely with the program team, especially the Procurement Specialist, Accounts & Admin Officer of the CITIIS PMU; as well as with NIUA departments; and finance departments of the State and Urban Local Bodies / SPVs under the CITIIS 2.0 program. Responsibilities of the Finance Specialist shall include but not limited to the following:

- Undertake financial management assessments for existing as well as new projects and provide financial management implementation support for ongoing projects covering project budgeting, internal controls, accounting, treasury, funds flow, financial reporting and auditing arrangements;
- Support in developing the procurement plan for the CITIIS program at national level as well as at the project level with States and Local bodies;
- Review annual audited financial statements, audit reports and audit management letters of the SPVs under CITIIS, and prepare appropriate communication;
- Prepare purchase documents based on user requirements ensuring that technical specifications of goods and services are in conformity with the prescribed standards;
- Ensure the operations are carried out in accordance with applicable financial management policies, procedures, and instructions, and supporting analytical work on financial management and public financial accountability;
- Assess the documentary evidence with regards to contract compliance and government norms prior to payment of bills / invoices;
- Monitor progress of contracts implementation to ensure that it abides by the stipulated standards, procedures and operational modalities;
- Monitor on-going financial compliance by projects with Government of India as well as AFD's policies and procedures;

- Develop periodic Interim Financial Reports;
- Provide training, guidance and advice on financial management related aspects.

Reporting:

The Financial Management Specialist shall work closely with the program team; and directly report to the Program Coordinator and Team Lead- CITIIS at NIUA, India Habitat Centre, New Delhi.

Skills and Qualifications

- The candidate should be a qualified professional accountant- CA, CWA, CPA or equivalent membership of an internationally recognized professional accountancy body.
- At least 5 years of relevant experience in financial management.
- Knowledge of International Reporting Standards (IFRS) / Indian Accounting Standards (IndAS).
- Experience in designing and assessing internal control systems using internationally accepted control frameworks.
- Experience in evaluating financial management systems (including budgeting, accounting, cash management, internal audit and financial reporting systems).
- Experience in assessing auditor competence and independence.
- Good social, analytical, inter-personal and planning skills.
- Excellent written and oral communication skills.

References: Please provide name and contact information of three references.

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

Application process: Submit CV and cover letter through the NIUA portal. Applications through any other mode shall not be accepted. Only eligible applicants meeting the minimum criteria may apply.

Last Date of Application: 14th June, 2026