

Opening for Program Coordinator, Delhi

We are seeking a skilled and motivated professional to join our Technical Support Unit (TSU) for the National Action for Mechanized Sanitation Ecosystem (NAMASTE) Program, under the Ministry of Social Justice & Empowerment (MoSJE). The ideal candidate should have a strong understanding of urban sanitation and Solid & Liquid Waste Management, along with excellent analytical, written communication, and visual design skills. The role will involve supporting program implementation, developing high-quality technical and communication outputs, and contributing to effective stakeholder engagement and knowledge dissemination.

About Urban Management Centre

Urban Management Centre (UMC) is a mission-driven non-profit working to make Indian cities more inclusive, resilient, and well-managed. For over 25 years, we have partnered with governments, communities, and sector experts to strengthen urban systems and improve the everyday lives of citizens.

Our team of 60+ professionals—spanning urban planning, public health, technology, finance, social development, design, and governance works hands-on with National, State & City government across India to solve real problems. From improving sanitation and water systems, enabling heritage conservation, and driving climate action, to enhancing public health, municipal finance, and community engagement, we bring practical solutions backed by research, innovation, and field experience.

At our core, we believe cities thrive when people do and we are committed to building urban environments that offer dignity, safety, equitable access, and opportunity for all.

Key Responsibilities:

Responsibilities would include, but not be limited to, the following:

- Oversee the NAMASTE program's initiatives in close collaboration with the team at Ministry and Ahmedabad.
- Providing support in drafting guidelines, policies, standard operating procedures, user manuals for sanitation workers.
- Support in developing databases and data collection systems for the NAMASTE scheme, analyse the results using statistical techniques, and interpret trends or patterns across various datasets.
- Provide assistance in conducting training needs assessments and creation of training program for local, state, and central governments.
- Support the National & State PMU's for implementation.
- Support & work closely with the IT team at Ahmedabad on various digital tools developed by UMC.
- Any other work assigned by the ministry/ NSKDFC.

Qualifications and skills:

- Master's Degree in Architecture/ Engineering / Urban Planning/Public Policy/ Development studies and Management, or a related field. Or a Bachelor's in a related field and relevant work experience.
- Minimum 4-7 years of relevant work experience in urban planning, preferably in sanitation, SWM, LWM, poverty alleviation program, occupational health & safety and community development.
- Proficiency in English (full proficiency) and at-least one other Indian language (listening, speaking, and reading) is essential.
- Excellent written communication skills in English, analytical abilities and experience of working with both quantitative and qualitative data.
- Proficiency with common office applications including Word, Excel and PowerPoint (or equivalent).
- Work experience with a State/ National level government office is a added advantage.

Urban Management Centre is an equal opportunity employer, and we strongly encourage individuals from diverse backgrounds and lived experiences to apply.

If this role resonates with you, please send your application to **jobs@umcasia.org**, with a copy to **shiva@umcasia.org**, using the subject line: **"Application –Program Coordinator-Delhi"**. Please include the following:

- Latest CV clearly mentioning the work experience.
- Cover letter describing your suitability for the position
- Proof of last drawn remuneration (any one of the following: last 3 months' salary slips, bank statements showing salary deposits for the last 3 months, employment letter, or contract document)
- Contact details & email of three recent professional references who can speak about your experience and strengths.