Opening for Junior Project Associate, Ahmedabad

Urban Management Centre (UMC) is looking for passionate, driven professionals to join our Ahmedabad office as **Project Associates** and contribute to impactful urban development programs across India.
If you are concerned about how our cities are planned and managed — from pollution and housing challenges to deepen urban inequalities — this is your opportunity to be part of a team working to make cities more inclusive, resilient, and equitable.
This role offers a unique chance to work closely with local, state, and national governments, providing technical support across sectors such as WASH, climate change, and urban poverty alleviation.

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 cities 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:

1. Support the team in implementation of ongoing urban programs.
2. Work closely with teams placed with Urban Local Bodies and State Urban Development Departments to implement strategic and flagship initiatives.
3. Collect and analyze evidence, document program progress, and report on inputs, challenges, outcomes, and impact in line with UMC's results framework.
4. Conduct field visits and engage directly with vulnerable and underserved communities
5. Document case studies into program design and delivery.
6. Prepare reports, presentations, and other knowledge products to support program implementation and advocacy.

Qualifications and Competencies:

- Master's degree in Architecture, Engineering, Urban Planning, Urban Management, Public Policy, Development Studies, Management, or a related field with 1–3 years of experience; or a bachelor's degree in a related field with relevant work experience.
- Excellent written communication skills in English, analytical abilities and experience working with both quantitative and qualitative data.

- Agility: ability to thrive in fast-paced and evolving environments, balancing multiple priorities and delivering high-quality outcomes under tight timelines.
- Displays sensitivity and inclusiveness for all gender, religions, race, nationalities and ages
- Excellent communication (both oral and written) in English is essential.
- Proficiency with common office applications including Word, Excel and PowerPoint (or equivalent).

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 – Junior Project Associate, Ahmedabad"**. Please include the following:

- Updated CV
- Cover letter describing your suitability for the position
- Proof of last drawn remuneration, if applicable (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 of three recent professional references who can speak to your experience and strengths