

## **Job description: Program Coordinator/ Planner, Bhubaneswar-Odisha**

### **About the job**

Urban Management Centre is a dynamic non-profit organization dedicated to fostering sustainable urban development. We are a dynamic team of 90+ professionals ranging across fields like urban planning, software engineering, design, social sciences, and finance. Since 1997, we have been working to strengthen governance and service delivery in urban planning, water sanitation, community engagement, heritage management, mapping, climate change, public health, education, municipal finance, migration, and poverty alleviation and livelihoods.

With a commitment to creating livable and resilient cities, we work collaboratively with various stakeholders to implement innovative solutions that address urban challenges.

As a Program Coordinator/Planner at Urban Management Centre, you will play a pivotal role in leading and managing complex urban development programs. You will be responsible for overseeing the planning, implementation, and evaluation of projects, ensuring they align with organizational goals and deliver positive impacts on urban communities.

### **Key Responsibilities:**

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

- Support preparation and implementation of spatial and development plans, including local area plans, ward-level plans, and city-level strategic plans.
- Assist in integrating land use, mobility, housing, and environmental management into city planning frameworks.
- Conduct spatial analysis using GIS and other planning tools to inform evidence-based decision-making.
- Provide planning and programmatic support for initiatives addressing urban poverty, informal settlements, and livelihoods.
- Map and analyze the socio-economic and spatial dimensions of poverty and vulnerability within the city.
- Contribute to planning and designing livelihood zones, markets, and public spaces that enhance inclusion and economic opportunities for low-income communities.
- Provide technical inputs and advisory support to Urban Local Bodies and State Departments for policy formulation, spatial planning, and city management.
- Facilitate participatory planning processes and stakeholder consultations for urban development projects.
- Prepare and review planning documents, concept notes, and policy briefs aligned with state and national urban programs.
- Collect and analyze primary and secondary data to inform urban development and livelihood strategies.
- Prepare reports, case studies, presentations, and technical documentation to communicate project findings and lessons.

- Support monitoring and evaluation activities by maintaining data systems and contributing to evidence-based reporting.
- Coordinate and support workshops, training programs, and exposure visits for municipal and community stakeholders.
- Contribute to developing training modules, guidelines, and tools on spatial planning, livelihoods, and inclusive city management.
- Work in coordination with multi-disciplinary teams to ensure timely and effective project implementation.
- Demonstrate adaptability by contributing to cross-functional tasks and continuous improvement of UMC's urban initiatives.

**Qualifications and Skills:**

- Master's degree in urban planning, regional planning, environmental planning, or a related discipline from a recognized institution.
- Minimum of 5–7 years of proven experience in managing and implementing complex urban development programs.
- Strong understanding of urban planning principles, sustainability, and community development.
- Familiarity with the urban development landscape and emerging trends.

Urban Management Centre is an equal opportunity employer. We encourage candidates from diverse backgrounds to apply. To apply, please submit the following at [jobs@umcasia.org](mailto:jobs@umcasia.org) with a copy to [shiva@umcasia.org](mailto:shiva@umcasia.org) with the subject line "Application for Program Coordinator/Planner-Bhubaneswar-Odisha".

- A detailed updated CV.
- Samples of earlier works undertaken.
- Evidence of the last remuneration drawn. Any one of these – salary slips (last 3 months) or bank statements indicating the remuneration deposit (last 3 months) or employment letter or contract document.
- Contact information of 3 recent professional references who can substantiate your experience and competencies.