

TATA TRUSTS

Role Details		
1.	Role	Programme Manager, Climate Resilience and Sustainability
2.	Grade	4
3.	Program	Urban Poverty Alleviation
4.	Location	New Delhi
5.	Nature of Employment	FTE- 3 years
6.	Reporting to	Head, Urban Poverty Alleviation

Role Overview:
Support design, development and monitoring of Urban Climate Resilience and Sustainability Initiatives under the theme and contribute to achievement of programmatic and financial targets. Provide technical input to the thematic strategy and programme documents.

Key Responsibilities:	
1	Support theme in the design and monitoring of climate resilience programmes addressing urban heat, flooding, water security and waste
2	Work with team members to integrate climate resilience in programmes to achieve thematic outcomes and support the Trusts functional teams in assessments, database development and maintenance and monitoring and impact studies of the theme.
3	Ensure achievement of programmatic and financial targets on schedule. Monitor programme progress through field visits, assessments, data analysis and periodic review meetings, and provide strategic inputs for continuous improvement in consultation with the Theme Head.
4	Support development of policy briefs, technical reports, assessment frameworks and knowledge products. Document and disseminate emerging trends in climate planning and sustainable urban systems and identify innovative technologies and financing mechanisms that enhance urban sustainability.
5	Facilitate collaboration with Government departments, development partners, academic and technical institutions
6	Prepare internal documents, financial budgets, programme strategies and overall management of grants for time bound implementation.

Stakeholders	
Relationship (within organization)	UPA team members, Horizontals and support teams
Relationship (outside organization)	CSOs, Govt, Academic, technical and research institutions

Skills & Competencies:
In-depth knowledge of climate resilience, nature-based solutions, environmental sustainability and sustainable infrastructure.
Experience of implementing and leading climate resilience programmes in the urban sector.
Strong understanding of national climate change policies and institutional frameworks.
Ability to work with the Government, non-Government sector as well as academic and technical institutions. Proven ability to engage and collaborate effectively with diverse stakeholders and build strategic partnerships.
Excellent written and verbal communication skills, including technical report writing, proposal development, presentations and documentation.

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- Strong analytical, problem-solving and programme management skills, with the ability to support programme planning, monitoring and grant management.

Essential Qualification & Experience:

- Bachelor's degree in urban planning or architecture with specialization in climate sciences or sustainable development and/or Masters in Sustainable Development, Environment Engineering or related disciplines. Professional certifications in GIS, spatial analyses ESG, GHG accounting will be an advantage.
- 10-15 years of professional experience of implementing urban climate sustainability and resilience projects.
- Experience of working with non-government organisations and/or multilaterals with exposure to programme implementation, monitoring, grant management and stakeholder coordination is desirable.
- Experience of working with non- government organisations, multilaterals, on climate adaptation and mitigation.