

Project Manager

Location: Bhubaneswar, Orrisa

Reports to: Head, Products and Growth

Type of Employment: 1 year Contract Role/Fixed Term Role (possibility of extension)

No of Opening: 1

The **Airawat Research Foundation (ARF)** was established as the National AI Centre of Excellence (CoE) for Sustainable Cities under the Ministry of Education, Government of India. Conceived as a forward-looking initiative, ARF is built on the belief that AI and data-driven innovation can fundamentally transform how Indian cities are designed, governed, and sustained.

ARF operates as a collaborative platform bringing together leading academic institutions, government bodies, and industry partners to advance research, experimentation, and deployment of AI solutions for urban transformation. The foundation focuses on critical domains including clean air, energy, urban mobility, digital governance, and waste management, developing practical tools and frameworks that enable cities to become more resilient, efficient, and citizen-centric.

ARF's work bridges the gap between policy and technology, creating an ecosystem where data scientists, city administrators, and innovators can co-develop responsible AI models and systems aligned with India's goals of sustainable and inclusive urban growth.

If you are passionate about using cutting-edge technology to solve real urban challenges, the Airawat Research Foundation offers a unique opportunity to shape the future of Indian cities. By joining ARF, you will work at the intersection of AI, governance, and sustainability contributing to pioneering research, transformative public-sector projects, and policy innovations that will influence how India's cities evolve over the next two decades.

Roles and Responsibilities:

1. Serve as the primary embedded lead within HUDD Odisha, coordinating day-to-day operations and communication between HUDD, AIRAWAT, eGov Foundation, State departments and ULBs to ensure seamless collaboration across all stakeholders.
2. Develop and manage the overall PMU workplan including detailed timelines, milestone tracking, engagement metrics, risk register with mitigation strategies, and change request processes.

3. Convene and facilitate Steering Committee meetings, prepare comprehensive meeting materials and quarterly progress reports, track action items to closure, and ensure timely escalation of critical decisions.
4. Drive adoption of AI and data use cases across ULBs by ensuring alignment with State objectives, and negotiating data access agreements with departmental custodians.
5. Represent the PMU at State-level, national and ecosystem events including workshops, conferences, stakeholder consultations and policy forums, presenting case studies and best practices to the broader govtech community.
6. Build and maintain strong working relationships with senior officials across State departments, ULB commissioners and external partners to facilitate smooth execution, remove blockers and secure necessary approvals.
7. Design and execute a comprehensive handover strategy including training programs, playbooks, standard operating procedures, and mentorship of HUDD staff to enable independent operation of the PMU after the engagement period ends.

Experience:

- **8–10 years** of professional experience, with at least **3 years in leadership or program management** roles in digital governance, smart cities, or technology-driven development programs.
- Proven track record in managing cross-sector projects, stakeholder coordination, and reporting to senior government or institutional leadership.
- Strong understanding of urban governance systems, government processes, and data ecosystems.
- Ability to translate policy goals into operational AI or data initiatives.
- Excellent communication, reporting, and team management skills.
- The role may involve travel for up to one week per month, as per business requirements