

ICLEI- Local Governments for Sustainability, South Asia

VACANCY ANNOUNCEMENT:

Closing Date: **15th May 2018**

I. Position Information

- A. Project Officer – Energy & Climate (1 Position)
(Job Code ICLEI-001/2017-18)
- B. Manager– Energy & Climate – (1 Position)
(Job Code ICLEI-002/2017-18)

II. Organizational Context

ICLEI - Local Governments for Sustainability is the world's leading association of more than 1000 metropolises, cities, urban regions and towns representing over 660 million people in 85 countries. ICLEI is dedicated to building and supporting a worldwide movement of local governments to achieve tangible improvement in global environmental conditions through the cumulative impact of local governments. ICLEI promotes local action for global sustainability and supports cities to become sustainable, resilient, resource-efficient, bio diverse, low-carbon; to build a smart infrastructure; and to develop an inclusive, green urban economy with the ultimate aim of achieving healthy and happy communities.

ICLEI's South Asia Secretariat is presently operating from New Delhi, India. ICLEI SA also functions through its Southern regional office in Hyderabad and State offices in Coimbatore, Thane and Rajkot along with a number of project offices across the country. Since 2005, ICLEI South Asia has emerged a strong and vibrant local government association with over 70 members in the South Asian region.

Projects related to thematic areas of energy efficiency, renewable energy, climate change mitigation, resilience and adaptation, mobility, built environment, sustainability management, waste, water, green growth, biodiversity etc. are executed by ICLEI South Asia through support from a range of donors (Asian Development Bank, British High Commission, European Commission, GIZ, SHAKTI Foundation, Rockefeller Foundation, USDOS, USAEP, USAID, etc.) and various ministries of Government of India and state government funding sources.

ICLEI SA offers a wide range of technical services to help local governments achieve their sustainable development goals. ICLEI SA supports local governments with customized and specific methodologies and tools in the fields of environmental resource management, energy auditing, energy efficiency, renewable energy, climate adaptation and mitigation, municipal service delivery, sustainable procurement and other allied fields. Training and capacity building programmes in these areas are a regular feature of our engagement with cities.

III. Position Description

A. Manager – Energy & Climate (1 Position)

Supervisor: Deputy Director
Duty Station: New Delhi, India
Type of Contract: Full Time Employee

Functions

The position would involve handling management and implementation of wide-ranging climate change and energy related projects within ICLEI South Asia.

- Assist the team by guiding and leading activities on desktop & secondary research, analytical assessments, preparation of high quality deliverables in the form of reports and presentations
- Close co-ordination with local governments/executing agencies, supporting provision of high quality services and facilitation of knowledge building and management
- Monitoring and reporting of project progress and financial management for funding agencies
- Manage all aspects related to organization and execution of training programmes, workshops and project related events
- Team management and development as required
- Meeting and building relationships with key stakeholders and potential project partners (including relevant Government Ministries, industry associations, civil society and other donors)
- Project related travel as needed, including for representing the team and organisation
- Identification of opportunities for new projects, developing project concepts and technical and financial bids
- Network closely with ICLEI Regional Offices in project formulation, information sharing, and best practices.
- Contribute to and help populate information for various communication channels

Competencies

- Solid understanding and experience of working in areas of energy efficiency, renewable energy, energy policy, climate change, and sustainability
- Experience of working with donors/funding agencies and providing technical and advisory services.
- Excellent report writing, communication and IT skills
- Strong analytical and computational skills to undertake policy & regulatory review, baseline assessments, action planning, technology evaluation, cost-benefit analysis
- Ability to handle multiple tasks simultaneously, working under tight deadlines. Be able to adapt to immediate project priorities.
- Methodical and organized approach and working style
- Independent and proactive worker. Willing to travel frequently.
- Excellent leadership and interpersonal skills and ability to negotiate with various partners and stakeholders
- Quick -learner and ability to take on a wide range of responsibilities

- Full familiarity with relevant computer applications ((MS Excel, Word, PowerPoint, any other tools and applications)

Languages:

- English (excellent spoken and written) and Hindi. Proficiency in any other language is welcome

Education:

- University degree or completion of other relevant post-graduate education in Planning / Engineering / Science ((environmental/energy/climate mitigation/electrical/mechanical) or allied fields.

Experience:

- Minimum 6 years of relevant, post qualification, professional experience

B. Project Officer – Energy & Climate (1 Position)

Supervisor: Deputy Director
Duty Station: Hyderabad, India
Type of Contract: Full Time Employee

Functions

The Project Officer will work with the Energy & Climate team on wide-ranging project activities, and support the team by assuming responsible for various tasks related to project management, implementation and research.

- Assist the Energy & Climate team in various on-going projects (research, project management, implementation, training, advocacy aspects involved)
- Undertake desktop & secondary research and analytical assessments
- Compiling high quality reports and presentations as required (thematic and general)
- Coordinate with city government agencies, project partners and stakeholders (including donors, government departments and ministries, industry associations, civil society etc.) for project related activities, event related activities, etc.
- Provide support and assistance in all aspects related to organizing and executing project events
- Project related travel as needed, including for representing the team and organisation
- Assist with developing concept notes/proposals on areas of interest
- Flexibility to work on new initiatives and areas

Competencies

- Good understanding of energy security, energy efficiency, renewable energy, energy policy, climate change and sustainability issues in the Indian and global context
- Experience of working in subject areas related to energy and climate change
- Excellent report writing, communication and IT skills

- Strong analytical and computational skills to undertake policy & regulatory review, baseline assessments, action planning, technology evaluation, cost-benefit analysis etc.
- Methodical and organized approach and working style
- Ability to handle multiple tasks simultaneously
- Ability to work independently & as part of a team and willing to travel frequently
- Interpersonal skills to work and collaborate with a range of partners
- Enthusiastic attitude and willingness to learn, adapt and take on a wide range of responsibilities across different energy and climate change subject areas
- Full familiarity with relevant computer applications ((MS Excel, Word, PowerPoint, any other tools and applications)

Languages:

- English (excellent spoken and written) and Hindi. Proficiency in any other language is welcome

Education:

- University degree or completion of other relevant post-graduate education in Planning / Engineering / Science ((environmental/energy/climate mitigation/electrical/mechanical) or allied fields.

Experience:

- Up to 3 years of relevant, post qualification, professional experience, with minimum 2 years' experience in Energy/Climate Change Mitigation

IV. Contact Information:

Remuneration will be commensurate with experience.

Interested candidates are requested to submit CV (along with one-page note describing your suitability for the position and two references) by email to iclei-southasia@iclei.org.

Please note only shortlisted candidates will be contacted.

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Closing Date for applications: **15th May, 2018**