

ICLEI -Local Governments for Sustainability, South Asia

VACANCY ANNOUNCEMENT:

Please respond by: 9th September 2016

I. Position Information

- A. Senior Manager – Urban – (1 Position)**
(Job Code ICLEI-001/2016-17)
- B. Senior Manager – Water Resource Engineering/ Management – (1 Position)**
(Job Code ICLEI-002/2016-17)
- C. Manager – Energy & Climate – (1 Position)**
(Job Code ICLEI-003/2016-17)
- D. Senior Project Officer – Energy & Climate – (1 Position)**
(Job Code ICLEI-004/2016-17)
- E. Project Officer – (3 Positions)**
(Job Code ICLEI-005/2016-17)

II. Organizational Context

ICLEI - Local Governments for Sustainability is an international association of local governments and national and regional local government organizations that have made a commitment to sustainable development. ICLEI works with local governments through international performance-based, results-oriented campaigns and programs.

ICLEI's South Asia secretariat is presently operating from New Delhi, India. In its result-based approach, ICLEI brings cities around the world together to build partnerships and share techniques to promote participation and the effectiveness of environmental protection through local-level initiatives. ICLEI help cities strengthen their technical capacity, improve awareness of sustainability issues among elected representatives, administrators and citizens, provide information, and develop a greater capacity for cities to deliver basic services in the most sustainable manner.

ICLEI's substantive focus is helping cities build and share solutions to the challenges of:

- climate change
- water and air pollution
- waste management
- energy
- built environment
- sustainable transportation
- disaster management
- environmental management systems

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

III. Position Description

A. Senior Manager - Urban

Supervisor	Programme Coordinator and Executive Director
Duty Station:	New Delhi
Type of Contract:	Full Time Employee

Functions

The senior manager will report to the Executive Director and Programme Co-ordinator Urban and be responsible for managing the urban team with wide-ranging project activities, and to support the team by being responsible for various tasks related to project management and research.

- Assist urban team in various on-going projects on sustainable urban development (research, project management, advocacy aspects involved)
- Assist with developing concept notes/proposals on areas of interest.
- Compiling and researching reports and presentations of different types (thematic and general)
- Oversee desktop and secondary research
- Coordinate with city government agencies on project related activities, event related activities, etc.
- Provide support and assistance in all aspects related to organizing and executing project events
- Project related travel within/outside the country, including for representing the team and organisation.
- Contribute to and help populate information for various communication channels.
- Team development and management

Competencies

Organizational skills:

- Excellent report writing and communication skills
- Team worker with leadership potential
- Independent and proactive
- Enthusiastic attitude and willingness to learn, adapt and take on a wide range of responsibilities across different urban subject areas
- Ability to work under tight deadlines and under pressure
- Ability to handle multiple tasks simultaneously
- Methodical and organized approach and working style
- Good eye for design and visual aesthetics desirable

Languages:

- English (excellent spoken and written), Hindi and one other Indian language desirable. Proficiency in any international languages is welcomed

Conditions:

- Working language: English
- Readiness to travel and work flexible hours

Recruitment Qualifications

- Preferred: masters' degree in Engineering /planning or related field; bachelors' degree in architecture/ civil engineering or related fields with relevant experience.
- Good understanding of Indian/ South Asian urban sector, and orientation towards sustainable design and development in cities; good understanding of sustainable development and efforts in the field

Experience:

- 7-8 or more years of experience in a related field and related profile desirable

Computing Skills:

- Use of MS office, AutoCAD, design software such as Adobe Photoshop and InDesign preferred

B. Senior Manager – Water Resource Engineering/Management

Supervisor: Programme Coordinator and Executive Director
 Duty Station: New Delhi, India
 Type of Contract: Full Time Employee

Functions

- Effective execution, implementation and management of assigned projects related to water resource management and linkage to climate adaptation and climate mitigation.
- Responsible for planning and executing (along with other team members) project tasks
- Providing technical know-how and guidance for assigned project activities
- Responsible for timely delivery of project deliverables
- Monitoring project progress and reporting on programme progress to funding agencies.
- Management and/or supervision of team/ other staff members, as required.
- Coordination with project offices and Delhi office for timely and smooth execution of the project
- Close co-ordination with local governments/ executing agencies, supports provision of required services and facilitation of knowledge building and management

- Meeting and building relationships with key stakeholders and potential project partners (including relevant Government Ministries, industry associations, civil society and other donors)

Competencies

Candidates should:

- have excellent language skills:
 - English language skills - both spoken and written
 - Good speaking skills in Hindi and other native languages is an asset
- have previous experience of project management (preferable)
- be able to set and consistently meet realistic and challenging objectives; be able to manage circumstances in order to achieve those objectives.
- be able to work independently and pro-actively
- have an ability to work under tight deadlines and under pressure
- have an ability to handle multiple tasks simultaneously
- have excellent leadership skills and ability to negotiate with various stakeholders
- be able to travel extensively
- Have an enthusiastic attitude and willingness to learn, adapt and take on a wide range of tasks

In addition

- Have an understanding of environmental sustainability, municipal governance systems, concepts of water/waste water management and waste management

Recruitment Qualifications

Education:

- Required: A master's degree in water resource engineering/ water resource management and allied fields
- Desired: good understanding of water based climate adaption

Experience:

- Minimum 7-8 years of relevant, post qualification, professional experience in the field of water resource engineering/management and allied fields
- Previous experience in a sustainability/development sector organization in a similar capacity would be an asset.

Computing Skills:

- Use of MS office and analytical software like SPSS and others
- Working on GIS platform using software like ERDAS, Arc GIS

C. Manager – Energy & Climate

Supervisor: Programme Coordinator
Duty Station: New Delhi, India
Type of Contract: Full Time Employee

Functions

- In partnership with the city, develop an implementation plan for their building energy efficiency initiatives for existing buildings and for future building plans.
- In partnership with the city, develop a detailed work plan describing the objectives, goals, and responsibilities for the position, and take action on that work plan.
- In partnership with the city, develop a monitoring and evaluation methodology after closely assessing the internal resources and capacity.
- Ensure enhancing city staff capacity and focus on building efficiency.
- Review various existing policies and schemes of city/ state/ national government and prepare plan or policy in line with existing policies and future plan of city.
- Ensure the city makes progress on their building energy efficiency initiatives, which may include leading particular projects or aspects of their plan, managing stakeholder engagement, drafting documents and materials, giving presentations, and performing data analysis.
- Develop and manage strong relationships with the city government and key stakeholders and partners in the community.
- Manage ICLEI SA's efforts with stakeholders and partners at the local, regional, national, and international levels, as needed. Stakeholders may include academic partners, nonprofits, efficiency service and product providers, other companies, and government agencies.
- Ensure appropriate reporting to BEA partners and funders.
- Participate regularly in regional and global BEA meetings, calls or other coordination activities with project partners and other deep dive cities.
- Maintain appropriate bi-directional communication and information flow with ICLEI SA, WRI and the network of BEA partners to ensure the organizations' capabilities are fully leveraged on the ground.
- Work on other projects and programs of ICLEI under its low carbon agenda.
- Effective management and implementation of climate change and energy management related projects within ICLEI South Asia.
- Close co-ordination with local governments/ executing agencies, supports provision of top quality services and facilitation of knowledge building and management.
- Meeting and building relationships with key stakeholders and potential project partners (including relevant Government Ministries, industry associations, civil society and other donors).
- Organization of training programs and workshops

Competencies

Candidates should have:

- Exceptional program management, strategic thinking, and interpersonal skills are required, including the ability to problem-solve and influence decision-making processes in a diplomatic and collaborative manner.
- Direct experience managing multi-year projects in a team setting, including developing project plans and managing timelines. Experience with negotiations or inter-organizational cooperation a strong plus.
- Experience in maintaining collaborative relationships with diverse stakeholders to achieve measured results.
- Knowledge and experience related to building science, real estate, or energy efficiency in buildings.
- Comfortable with public speaking in varied settings, ranging from working groups to conferences.
- Excellent language skills:
 - Speaking and writing skills in English
 - Fluency in Hindi and Gujarati is preferred
- Experience working in India.

In addition

- Have good understanding of energy security, energy efficiency, renewable energy and environmental issues and how they affect/impact India.
- Have experience in municipal energy efficiency programs, Climate Change issues, energy audits and energy policy

Recruitment Qualifications

Education:

- University degree or completion of other relevant post-graduate education related to energy management, climate change mitigation, green building design or allied fields.

Experience:

Minimum 6 years of relevant, post qualification, professional experience

D. Senior Project Officer – Energy & Climate

Supervisor: Programme Coordinator
Duty Station: Rajkot, Gujarat, India
Type of Contract: Full Time Employee

Functions

The Senior Project Officer shall work with ICLEI SA's Rajkot Office to support the execution of the Building Energy Accelerator programme in Rajkot city.

- Work with Rajkot Municipal Corporation and other city agencies and assist in the development, management, implementation, and outreach of a suite of policies designed to advance energy efficiency in existing buildings by retrofitting and upcoming new buildings with design change and use of energy efficient appliances.
- Assist in developing an implementation plan for their building energy efficiency initiatives in line with present condition and future planning of city.
- Assist in developing a detailed work plan describing the objectives, goals, and responsibilities for the position, and take action on that work plan.
- Support city on their building energy efficiency initiatives, which may include data collection, analysis, review existing policies and type of building, provide guidance to city to prepare new policy or change in existing policy to successfully implementation of energy efficiency in buildings, drafting documents and materials, giving presentations and arrange stakeholder consultation meetings and convey project objective to them as and when needed
- Develop and manage strong relationships with the city government and key stakeholders and partners in the community.
- Carrying out activities such as preparing reports, updates, development of city-to-city relationships, conducting research to assess the need and give inputs to the team members to effectively prepare the policy document and MRV frameworks.
- Manage ICLEI SA's, efforts with stakeholders and partners at the local level. Stakeholders may include academic partners, nonprofits, efficiency service and product providers, other companies, and government agencies.
- Conduct administrative tasks such as taking meeting minutes and drafting summary reports.
- Provide project update to managers or superiors regular bases and actively participate in all activity proposed under BEA project.
- Assist in performing all tasks for successful implementation of BEA project

Competencies

- The Senior Project Officer will be part of a network of BEA Associates and Partners placed in cities across the world to support the building energy efficiency project and policy initiatives, and will therefore be engaged at the local, national, regional and international levels to advance the city's goals.
- The role calls for a balance of leadership and influencing skills, as the Senior Project Officer will interface with key influencers and decision-makers within city government, state and national government, the real estate sector, building service providers, engineering and architect associations and at other organizations working in related area in the community.

- This role will require flexibility and strong organizational and communication skills, as the individual will work on a range of projects and initiatives.
- Candidates should have a track record that demonstrates their ability to work independently, to contribute effectively as a member of a team, and to collaborate across organizations.
- Excellent language skills:
 - Speaking and writing skills in English and Gujarati
 - Fluency in Hindi is preferred
- Candidates should be comfortable with public speaking in varied settings, ranging from working groups to conferences.

In addition

- Experience working in Rajkot or in Gujarat.
- Understanding of administrative, technical and political background of city in terms of energy use, energy efficiency potential, type of buildings, deal with multiple stakeholders, climate change or sustainability, including knowledge of short term quick wins measures and long term policy level intervention to achieve and showcase results of project to various stakeholders at the local level.
- Experience working closely with municipal/state/central government or other related organizations on energy efficiency or related policy, implementation issues during implementation of such policies at city level, required support from state and national government in this regards.
- Experience working as a consultant to private or public entities.
- Have good understanding of energy security, energy efficiency, renewable energy and environmental issues and how they affect/impact India.

Recruitment Qualifications

Education:

- University degree or completion of other relevant post-graduate education related to energy management, climate change mitigation, green building design or allied fields.

Experience:

- Minimum 4 years of relevant, post qualification, professional experience

E. Project Officer - 3 Positions

Supervisor	Programme Coordinator
Duty Station:	1. Jaipur, Rajasthan 2. Jabalpur, Madhya Pradesh and 3. Guntur/Vijayawada, Andhra Pradesh.
Type of Contract:	Full Time Employee

Functions

ICLEI SA seeks to hire one Project Officer each to work in Jaipur, Jabalpur and Guntur/Vijayawada, to support execution of project activities in these cities and in the region.

- Responsible for executing various projects implemented by ICLEI South Asia in the city (liaising with authorities, data collection, research, project management, advocacy)
- Provide technical inputs as required
- Assist in compiling and preparing research reports and presentations of different types (thematic and general).
- Assist with developing concept notes/proposals on topics related to sustainable urban development.
- Assist in preparation of case studies.
- Assist in monitoring and evaluation during implementation of pilot projects.
- Provide support and assistance in all aspects related to organizing and executing project events such as training programmes and workshops
- Assist with developing and maintaining content for project website, and keeping project information updated on the ICLEI South Asia and related websites.
- Ensure close co-ordination with local governments/ executing agencies, supports provision of top quality services and facilitation of knowledge building and management.
- Undertake project related travel, if required
- Provide project updates to managers or superiors on a regular basis

Competencies

Candidates should:

- have excellent language skills:
 - English language skills - both spoken and written
 - Good speaking skills in Hindi and other native languages is an asset
- be able to set and consistently meet realistic and challenging objectives; be able to manage circumstances in order to achieve those objectives.
- be able to work independently and pro-actively
- have an ability to work under tight deadlines and under pressure
- have an ability to handle multiple tasks simultaneously
- have excellent leadership skills and ability to negotiate with various stakeholders
- be able to travel extensively
- Have an enthusiastic attitude and willingness to learn, adapt and take on a wide range of tasks

Recruitment Qualifications

- Preferred: Masters or equivalent degree in urban planning/ environmental planning/urban management or related fields
- Understanding of urban sector and orientation towards sustainable development in the buildings and transport sectors.
- For the position of project officer in Guntur/Vijayawada, bachelor's degree in Architecture / civil engineering is desirable.

Experience:

- Minimum 1-2 years of relevant, post qualification, professional experience in the field of urban planning/environmental planning/ energy management/green buildings/architecture/engineering or related areas
- For the position at Guntur/Vijayawada, knowledge of engineering drawings, DPR evaluation, BOQ and contracts is preferred.
- Previous experience in a sustainability/development sector organization in a similar capacity would be an asset.

Computing Skills:

- Use of MS office, GIS, AutoCAD and analytical software

IV. Contact Information:

Interested candidates are requested to submit CV (mentioning the job code in subject line) along with one-page note describing your suitability for the position and two references.

ICLEI- Local Governments for Sustainability, South Asia

Ground Floor, NSIC-STP Complex
NSIC Bhawan, Okhla Industrial Estate
New Delhi - 110020
India

Tel: +91-11- 4106 7220
Fax: +91-11- 4106 7221
E-mail: iclei-southasia@iclei.org
Website: <http://www.iclei.org/sa>

Closing Date: 9th September 2016