

JOB OPENING: PROJECT ASSOCIATE

ICLEI - Local Governments for Sustainability, South Asia requires three dynamic and creative individuals to join the office in the capacity of Project Associate and support in carrying out ICLEI South Asia's Air Quality Improvement Project.

The positions will be based at Municipal Corporation offices in Delhi NCR

Date of joining: December 2021

Main responsibilities

The following is the list of typical tasks and responsibilities expected to be executed by the Project Associate. This is an indicative list; the tasks may vary/ increase depending upon the requirement.

- All tasks will be performed under the supervision of the Deputy Director- Urban sector, ICLEI South Asia
- The candidate will have to support and assist the project team in overall project execution and documentation.
- Compile baseline information and data related to air quality in the project city.
- Formulate the core group committee for the project in the city comprising of city staff working on air quality
- Update your project manager at ICLEI SA and the nodal officer in the project city on regular basis about your work and ongoing activities in your project city
- Support the project city and its staff on the project by sharing innovative ideas and solutions to tackle problems related to air quality.
- Support the city in all the actions related to air quality improvement, documentation as and when required and help in developing action plan
- Assist the team in developing and implementing pilot project in your project city and documenting the same
- Ensure participation from your project city in the training/ workshops organised by ICLEI SA under the said project as well as for other projects

Required/desired skills

Education

- Required: A Post Graduate degree in Urban Planning or Urban Development from a reputed institute. Good understanding of urban sector, development and environment issues, air quality, sustainable development etc.

Professional experience

- Required: Uptill 3 years of experience in urban sector
- Should be comfortable working on of MS Office, GIS, Autocad etc.

Organizational skills

- Excellent writing and communication skills.
- Ability to write reports, compile and analyse documents keeping in mind the target audience
- Ability to work in team and also independently and proactively when required.
- Enthusiastic attitude and willingness to learn, adapt and take on a wide range of tasks.
- Ability to work under tight deadlines and under pressure.
- Ability to handle multiple tasks simultaneously.
- Methodical and organised approach and working style.

Languages

- Outstanding oral and written English.
- A good understanding of Hindi or other languages will be an asset.

Conditions

- Location: Municipal Corporation offices in Delhi NCR
- Working language: English
- Position: 3 Full time positions on contract

Interested candidates are requested to send their brief (2 page) resume along with a self-written, concise cover letter to ashish.rao-ghorpade@iclei.org with cc to avantika.arjuna@iclei.org latest by 6th December 2021. Please note only shortlisted candidates will be contacted.

About ICLEI – Local Governments for Sustainability ICLEI – Local Governments for Sustainability is a network of more than 2500 local and regional governments, supported by a team of global experts, driving sustainable urban development worldwide. Active in 125+ countries, we impact over 25 percent of the global urban population. ICLEI South Asia – the South Asian arm of ICLEI – Local Governments for Sustainability, aims to build and serve a regional network of local governments to achieve tangible improvements in regional and global sustainability through local initiatives. Over 15 years, ICLEI South Asia has emerged a strong and vibrant local government association with a membership base of over 75 cities. We promote local action for global sustainability and support cities to become sustainable, resilient, resource-efficient, biodiverse, low-carbon, productive, ecomobile; to build a smart infrastructure; and to develop an inclusive, green urban economy with sustainable procurement with the ultimate aim of achieving healthy and happy communities. ICLEI also strengthens North-South and South-South cooperation to advance sustainability at the local regional and sub-national levels. We work with South Asian cities with funding support from various national and international partners by offering various opportunities such as participation in programs and projects, technical inputs, information services, trainings, conferences, and workshops. We also share our expertise, reach out to cities, initiate interaction and mobilise funds. Facilitating peer learning, city-to-city exchanges, and networking, and supporting the development and implementation of demonstration projects are some ways in which we strengthen the capacities and technical know-how of cities that we work with.

<https://southasia.iclei.org/>