

JOB OPENING: Project Officer (Research & Advocacy)

ICLEI - Local Governments for Sustainability, South Asia (ICLEI South Asia) seeks a dynamic and creative individual to join its Delhi office as Project Officer (Research & Advocacy). Project Officer (Research & Advocacy) is primarily responsible for undertaking research and preparing quality written content for various projects under ICLEI's five pathways which focus on low emission, nature-based, equitable, resilient and circular development.

Main Responsibilities

Project Officer (Research & Advocacy) is expected to execute the typical tasks and responsibilities listed below. This is an indicative list; the tasks may vary depending upon the requirement.

- Support and undertake high quality urban sector research activities and analysis (including conducting interviews, focused group discussion and consultations) under limited supervision either as a member of a team, or where appropriate, independently
- Plan, develop, organize, analyze, edit, and proof-read written content relevant to ICLEI South Asia's projects, including contributing to the preparation of ICLEI South Asia's publications, technical reports, evaluations, manuals, events proceedings, literature reviews, discussion papers, training materials, newsletters etc.
- Collect, compile and analyze ICLEI member and non-member cities' baseline information and data related to climate performance, commitment and action
- Assist team in regular reporting of cities' climate performance, commitment and action on national and international reporting platforms (for e.g. annual reporting to Climate Data Project (CDP) ICLEI Unified Reporting System through the Global Covenant of Mayors for Climate & Energy (GCoM) or any other programs and Government of India's Climate Smart Cities Assessment Framework (CSCAF) etc.)
- Support and promote ICLEI South Asia's advocacy strategy and priorities, identifying and contributing to opportunities related to urban sustainability
- Support the project team by conducting high quality research and sharing unique insights and innovative ideas around urban sustainability including urban transport, biodiversity, health, air and water pollution, climate change resilience etc.
- Support in organization of ICLEI South Asia's events/meetings/conferences, as required
- Keep their project manager at ICLEI South Asia updated on regular basis about their work and ongoing project activities

Required/Desired Skills

Education

- Required: Post Graduate degree with specialization in Urban Planning/Urban Development/Environmental Sciences/Climate Studies/related fields from a reputed institute/university. Good understanding of the urban sector and environmental issues, urban development and environment policies etc. is preferred.

Professional Experience

- Minimum one year experience in sustainable urban development/urban planning/climate action/environmental management or allied fields
- Should be comfortable with MS Office, statistical analysis, data management, research work, desktop research, literature review etc.

Core Capabilities

- Good analytical and research skills, including experience in conducting interviews and consultations
- Ability to prepare high quality written content for various audiences including general correspondence, technical reports, research reports, research articles etc.
- Ability to undertake travel for the delivery of training workshops, seminars, conferences etc. as per projects' requirements
- Ability to work in a team and when required, independently and proactively
- Ability to work under tight deadlines and pressure

Languages

- Outstanding spoken and written English
- Good understanding of Hindi or other languages will be an asset.

Conditions

- **Date of joining:** 17th January 2022
- **Location:** The position will be based at the New Delhi office of ICLEI South Asia
- **Working language:** English
- **Position:** 1 Year contract – to be extended based on performance and subject to availability of funds
- **Reporting to:** Project Officer (Research & Advocacy) will report to Manager (Research & Advocacy) and other senior staff of ICLEI South Asia, depending on project allocations and requirements.

Application Process

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| Application should be sent to | iclei-southasia@iclei.org & cc to keshav.jha@iclei.org with subject line of email as 'Application for Project Officer (Research & Advocacy)' |
| Closing date | 31 st December 2021 |
| Application must include | <ol style="list-style-type: none"> 1. Cover letter outlining candidate's suitability for this role 2. Current CV/Resume, including list of publications, papers, research reports, and relevant writing experience (maximum 3 pages) 3. Examples from candidate's writing portfolio (e.g. academic reports, submissions, research publications, university assessment pieces, articles (published or unpublished)) |
| Selection process | <p>The selection process may include:</p> <ul style="list-style-type: none"> • Evaluation of application based on the qualification and required/desired skills • Interviews • Reference checks • Overall assessment <p>Only suitable candidates will be contacted.</p> |

About ICLEI – Local Governments for Sustainability, South Asia

ICLEI – Local Governments for Sustainability is a network of more than 2,500 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 as 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 South Asia 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, training, conferences, and workshops. We also share our expertise, reach out to cities, initiate interaction and mobilize 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. For more information, please visit <https://southasia.iclei.org/>