



ICLEI -Local Governments for Sustainability, South Asia

VACANCY ANNOUNCEMENT

I. Position Information

Job Code and Title:

Project Officer – Urban

Organization: **ICLEI Local Governments for Sustainability, South Asia**

Duty Station: **Delhi**

Type of Contract: **Full Time Employee**

II. Organizational Context

ICLEI – Local Governments for Sustainability is a global network working with more than 2500 local and regional governments committed to sustainable urban development. Active in 125+ countries, we influence sustainability policy and drive local action for low emission, nature-based, equitable, resilient and circular development.

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:

- Sustainable Transportation
- Climate Change
- Water and Air Pollution
- Waste Management
- Energy
- 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.

The Project Officer will provide ground level support to various ongoing projects related to thematic area of electric mobility. He/she will support liaising with various government authorities and departments, and relevant industry associations, civil society and other stakeholders.

III. Functions

The Officer will be responsible for assisting with wide-ranging project activities related to electric mobility initiative, and to support the various ongoing projects by being responsible for various tasks related to project:

- Conduct desktop research and provide technical inputs in aspects related to electric mobility.
- Develop and manage strong relationships with the city government and other key stakeholders and partners in the relevant sectors. Support cities to progress on forward-looking initiatives on electric mobility and sustainable transportation through leading projects or aspects of their plans, managing stakeholder engagement, drafting documents and materials, delivering presentations, and performing data analyses.
- Provide support and assistance in all aspects related to organising and executing project events such as training programmes and workshops.
- Compiling and researching reports and presentations of different types.
- Assist with developing concept notes/proposals on sustainable urban development.
- Assist in preparation of case studies for Training & capacity Building programmes.
- Assist with developing and maintaining content for project website, and keeping project information updated on the ICLEI South Asia and global webs.

IV. Competencies

Candidates should:

- Strong knowledge and demonstrated experience related to electric vehicles especially related to charging infrastructure for electric vehicles.
- Strong research skills at both primary and secondary levels of research are necessary. Prior involvement in research-based projects and assessments is expected.
- Strong analytical and computational skills to undertake policy & regulatory review, baseline assessments, action planning, technology evaluation, cost-benefit analysis etc.

- Strategic thinking and interpersonal skills are required, including the ability to problem-solve and influence decision-making processes in a diplomatic and collaborative manner.
- Excellent report writing, communication and IT skills (including full familiarity with relevant computer applications including MS Excel, Word, PowerPoint, any other tools).
- Be able to work independently & as part of a team and willing to travel throughout India.
- Should have knowledge of documentation & Preparation of case studies for Training & capacity Building programmes.
- 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 organised approach and working style.
- Good eye for visual aesthetics desirable.

V. Recruitment Qualifications

- Preferred: Bachelor's degree in electrical engineering/Master's or equivalent degree in urban planning/transportation engineering or related field.
- Understanding of urban sector, and orientation towards sustainable development in the transportation sectors; good understanding of sustainable development and efforts in the field.

Experience:

- A. 1 - 2 years of relevant, post qualification, professional experience.

VI. Contact Information:

Please submit your CV along with one-page note describing your suitability for the position and two references to:

ICLEI- Local Governments for Sustainability, South Asia

C-3 Lower Ground Floor, Green Park Extension, New Delhi – 110016, India

Tel: +91-11- 4106 7220; Fax: +91-11- 4106 7221

E-mail: iclei-southasia@iclei.org

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

Closing Date: 31 December 2021