

## VACANCY ANNOUNCEMENT

### I. Position Information

#### Job Title: City Project Associate– Energy & Climate (1 position)

Organization: **ICLEI Local Governments for Sustainability, South Asia**  
Location: i) Tirupati, Andhra Pradesh  
Type of Contract: Full-time position with Annual Contract – (extendable upto 24 months)  
Expected Start Date: March, 2022  
Application Deadline: March 4, 2022

### II. Functions

The City Associate– Energy & Climate will be responsible to provide on-ground technical and coordination support in the implementation of an ongoing project. The Project Associate is expected to undertake day to day coordination with the city government and relevant departments. Provision of liasioning support with various local government authorities and departments, and local stakeholders for project related work (including relevant industry associations, academia, civil society and other stakeholders) is expected.

The Project Associate will be responsible for assisting with wide-ranging data collection and compilation, assistance in technical analysis, project coordination activities related to climate change planning and reporting in the project city in Andhra Pradesh.

The City Project Associate will be responsible for tasks including:

- Assist in all project related activities along with in close collaboration with the Project Manager/Reporting Officer to ensure their completion as per the work plan and timelines.
- Support formulation of the core climate team (comprising of municipal staff and key government departments) and stakeholder group committee for the project in the city
- Assist the team in research, data collection and analysis related to development of city baseline reports (addressing critical urban sectors, climate change impacts and opportunities), GHG emission inventory, climate vulnerability assessment, and preparation of city-wide multi-sectoral Climate Action Plan.
- Independently collect and compile information as needed for climate mitigation and adaptation planning for the project from various departments in the city and assist the team in analyzing the collected information.
- Support the team by identifying and supporting development of project related studies, surveys formats, and bankable climate change projects (support technical and financial feasibility of priority projects to enable tendering and implementation) in consultation with the city government and stakeholders.
- Coordinate with local stakeholders as necessary to support and enable high-quality reporting by the city to the Climate Smart Cities Assessment Framework

- Assist the team in documentation of all project related activities in line with the discussions held with the Project Manager/ Reporting Officer.
- Participate regularly in meetings with the city officials, other stakeholders to help advance project implementation as necessary.
- Assist the team in organizing and conducting training and knowledge exchange programs, focused group discussions with government officials and various stakeholders as part of the climate planning process. Support preparation of background documents/knowledge products and other relevant documents for wider dissemination and outreach.
- Assist in developing and maintaining the content for keeping the project information updated on the ICLEI South Asia website with guidance from Project Manager/ Reporting Officer.

### III. Competencies

#### Candidates should have:

- Ability to work independently & as part of a team and willing to travel if required.
- Excellent inter-personal and team skills and ability to work in a multi-cultural environment
- Should have capabilities and proven experience related to climate change and planning, data synthesis and analysis, and preparation of high quality technical and policy documentation.
- Have good understanding of climate change and environmental issues and policy scenario and implications at the city/urban scale.
- Experience in maintaining collaborative relationships with diverse stakeholders to achieve measured results.
- Enthusiastic attitude and willingness to learn, adapt and take on a wide range of responsibilities across different urban and climate sector subject areas
- Ability to work under tight deadlines and under pressure
- Ability to handle multiple tasks simultaneously
- Full familiarity with relevant computer applications ((MS Excel, Word, PowerPoint, GIS, any other tools and applications)
- Excellent report writing, IT and communication skills, including language skills:
  - Speaking and writing skills in English are necessary
  - Fluency in Hindi and Telugu is desired

### IV. Recruitment Qualifications

- **Education:**  
Master's degree or equivalent post-graduate education in Planning/Engineering/Science (environmental/energy/climate change/mechanical) or allied fields.
- **Experience:**  
Minimum 2 years of relevant, post qualification, professional experience.

Working experience with Urban Local Bodies, State Departments or other government institutions in the urban/climate sector will be an advantage

## V. 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.

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## VI. Organizational Information:

ICLEI – Local Governments for Sustainability (ICLEI) 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 – Local Governments for Sustainability, South Asia (ICLEI South Asia) – the South Asian arm of ICLEI, 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.

For more information, visit <https://southasia.iclei.org/>