

VACANCY ANNOUNCEMENT

I. Position Information

Job Title: State Project Associate– Solid Waste Management (1 position)

Organization: ICLEI Local Governments for Sustainability, South Asia

Location: Patna, Bihar

Type of Contract: Full Time Contractual Position (8 months)

Expected Start Date: 1st April, 2022

Application Deadline: 22nd March, 2022

II. Functions

The State Project Associate – Solid Waste Management will be responsible for providing on-ground technical and coordination support for the implementation of an ongoing project. The Project Associate is expected to undertake day to day coordination with the Project Management Unit (PMU) & Bihar State Pollution Control Board (BSPCB) and other relevant departments. Liaising with various state, district and local government authorities, especially panchayats and departments, and local stakeholders for project related work (including relevant industry associations, academia, civil society and other stakeholders) is expected.

The State Project Associate will be responsible for tasks including:

- Assist in all project related activities along with close collaboration with the Project Manager/Reporting Officer to ensure their completion as per the work plan and timelines.
- Support the Project Manager to liaise and update the PMU/BSPCB on project activities on a regular basis.
- Support preparation of survey forms, undertake field surveys, analyze results based on field surveys and secure approval from concerned authorities.
- Assist the team in research, data collection and analysis related to preparing and updating GHG emission inventory from the waste sector and wastewater sector, especially ground-truthing of Municipal Solid Waste (MSW) & Domestic Wastewater management practices in select Districts of Bihar State.
- Independently collect and compile information and assist the team in analyzing the collected information for developing baseline assessment of the existing MSWM system and domestic and industrial waste water system in the state, including information on legal compliance, manpower and infrastructure requirement, suitability of technologies, operation and management of services, institutional capacities, training needs, community engagement, awareness raising, and fiscal resources.

- Identify and coordinate with key stakeholders as necessary for review of GHG emission inventory and identifying key issues, challenges and assessment of key priorities of the state in the waste sector.
- Assist the team in identifying and suggesting Low Carbon measures for improving waste management services (including domestic wastewater and solid waste) in the state and share inputs to the state climate action plan vis-à-vis the waste sector.
- 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 state, district and local level officials, and other stakeholders to help advance project implementation as necessary.
- Support in coordinating and scheduling meetings regarding projects, make presentations, assist in conducting stakeholder consultations, focused group discussions and workshops.
- 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.
- Excellent interpersonal and team skills and ability to work in a multicultural environment.
- Should have capabilities and proven experience related to the waste sector, data synthesis and analysis, and preparation of high quality technical and policy documentation.
- Have good understanding and experience in preparing waste sector action plans and defining policies and assessing implications.
- Experience in maintaining collaborative relationships with diverse stakeholders to achieve desired results.
- Must be dynamic and flexible, as well as prepared to learn and adapt fast, outcome-oriented, a team member, and available to travel on short notice.
- 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 is required

IV. Recruitment Qualifications

Education:

Master's degree or equivalent post-graduate education in Urban Planning/Engineering/Science (environmental/civil) or allied fields.

Experience:

Minimum 2 years of relevant, post qualification, professional experience. Working experience with State Departments or other government institutions in the waste/ 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 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 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 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/>
