

ICLEI - Local Governments for Sustainability, South Asia

VACANCY ANNOUNCEMENT:

Please respond by: 08 September 2022

I. Position Information

Senior Project Officer – Energy & Climate – (1 Position)

II. Organizational Context

ICLEI – Local Governments for Sustainability is a global network of more than 2,500 local and regional governments committed to sustainable urban development. Active in 125+ countries, ICLEI influence sustainability policy and drive local action for low emission, nature-based, equitable, resilient and circular development.

ICLEI's South Asia Secretariat operates from New Delhi, India. Engagement with cities is enabled through project offices located across cities and states in India and Bangladesh. The main office in Bangladesh is in Dhaka, with project offices in different cities in Bangladesh. With a membership base of over 100 cities, ICLEI South Asia offers a wide range of technical services, support and customized methodologies on sustainable urban development, climate change, energy through donor funded programs and projects. ICLEI South Asia helps 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:

- climate change
- water and air pollution
- waste management
- renewable energy and energy efficiency
- built environment
- sustainable transportation
- disaster management
- environmental management systems

Projects related to thematic areas of energy efficiency, renewable energy, climate change, smart mobility, built environment, sustainability management, water, green growth among others are executed by ICLEI South Asia through various support from donors (such as British

High Commission, European Commission, GIZ, Rockefeller Foundation, USDOS, SDC, UNEP, UNDP, USAID) and various ministries in Government of India and various state government funding sources. ICLEI South Asia's Energy & Climate team has extensive experience of working with cities to offer technical assistance, conduct techno-economic studies, undertake research and analyses, formulate policy and action plans, design and pilot innovative solutions, deliver capacity building and knowledge transfer, among others.

III. Position Description

Senior Project Officer – Energy & Climate

Supervisor: Deputy Director
Duty Station: Dhaka, Bangladesh
Type of Contract: Full Time Employee

Functions

- Identify and conduct series of technical meeting, workshops with relevant sectoral department/stakeholders at city scale and collect sectoral energy consumption information with aim to develop GHG emission inventory.
- Conduct research and support the team in developing GHG emission inventory, and validation with stakeholders through consultations.
- Analyse opportunities, readiness, gaps, enabling policy and regulatory recommendations based on the emission scenario analysis.
- Organize Climate Action Planning workshops and round table meetings with relevant stakeholders for projects as and when required.
- Undertake technical and analytical assessments on policy and regulation at city, regions and national levels in relation to climate actions including both climate adaptation and mitigation measures.
- Support the team in developing strategy and planning documents with specific actions (infrastructure and policy) to support achievement of energy and climate goals.
- Support capacity building of public officials and stakeholders on innovative solutions and methodologies across energy and climate change topics mentioned above.
- Develop a detailed work plan along with the team describing the objectives, goals, and responsibilities for the project, and take action as per the work plan.
- 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 renewable energy, energy efficiency, and climate change through leading particular projects or aspects of their plans, managing stakeholder engagement, drafting documents and materials, delivering presentations, and performing data analyses.
- Manage ICLEI South Asia's efforts with stakeholders and partners at the local, regional, national, and international levels, as needed. Stakeholders may include academic partners, non-profits, efficiency service and product providers, other companies, and government agencies.

- Ensure appropriate reporting to partners and funders. Participate regularly in regional and global meetings, calls or other coordination activities with project partners and other cities, as needed.
- Work on other projects and programs of ICLEI under its low carbon agenda and effective implementation of climate change and energy management related projects within ICLEI South Asia.
- Close co-ordination with local governments and executing agencies, support provision of top-quality services and facilitation of knowledge building and management.
- Meeting and building relationships with key stakeholders and potential project partners (including relevant Government Ministries, industry associations, civil society and other donors).

Competencies

Candidates should have:

- Strong knowledge and demonstrated experience related to GHG emission inventory development, power system engineering, renewable energy is necessary along with energy efficiency and low emission development.
- 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).
- Direct experience managing multi-year projects in a team setting, including developing project plans and managing timelines. Experience with negotiations or inter-organizational cooperation will be a strong plus.
- Experience in maintaining collaborative relationships with diverse stakeholders to achieve measured results.
- Comfortable with public speaking in varied settings, ranging from working groups to conferences.
- Ability to work independently & as part of a team and willing to travel frequently
- Enthusiastic attitude and willingness to learn, adapt and take on a wide range of responsibilities across different energy and climate change subject areas.
- Excellent language skills:
 - Speaking and writing skills in English
 - Fluency in Bengali is essential. Proficiency in any other language is desired

Recruitment Qualifications

Education:

- Graduate degree in Electrical/Mechanical/Environmental engineering and allied fields
- Post graduate university degree from similar background or completion of relevant post-graduate education related to power systems, energy management, climate change mitigation, urban development or allied fields.

Experience:

Minimum 3 to 5 years of relevant, post qualification, professional experience.

IV. 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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Closing Date: 08 September 2022