

ICLEI – Local Governments for Sustainability, South Asia

VACANCY ANNOUNCEMENT:

Please respond by: 15 August 2022

I. Position Information

Senior Project Officer – Sustainability Management – (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. 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 and resilience
- disaster management
- environmental management systems
- water resource management
- waste management
- renewable energy and energy efficiency
- built environment
- sustainable transportation
- urban biodiversity

Projects are executed by ICLEI South Asia through support from various donors (such as British High Commission, European Commission, GIZ, SHAKTI Foundation, Rockefeller Foundation, USDOS, USAEP, USAID) and various ministries in Government of India and

various state government funding sources. ICLEI South Asia's Sustainability Management 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 – Sustainability Management

Supervisor: Sr. Programme Coordinator
Duty Station: New Delhi, India
Type of Contract: Full Time Employee

Functions

- Write proposals/grant applications, project reports, informational brochures, or other documents on different aspects of water resource management
- Review/ evaluate designs for water supply/storm water/ and domestic waste water management systems. Proficiency in design is an added advantage.
- Design watershed management studies and proficiency in evaluating stormwater management solutions including, but not limited to, nature-based solutions
- Conduct technical evaluation studies related to water resources on topics such as pollutants and water treatment options, particularly nature-based solutions such as bioremediation.
- Conduct, or oversee the conduct of, chemical, physical, and biological water quality monitoring or sampling to ensure compliance with water quality standards.
- Recommend new or revised policies, procedures, or regulations to support water resource or conservation goals.
- Analyse storm water systems to identify opportunities for water resource improvements.
- Provide technical expertise to assist communities in the development or implementation of water resource conservation, watershed management, rain water harvesting etc.
- Compile water resource data, using geographic information systems (GIS) or global position systems (GPS) software.
- Closely collaborate with the Project Manager/Reporting Officer to ensure completion of activities as per work plan and timelines.
- Assist the team in research, data collection, surveys and analysis related to preparing and updating baseline assessments, GHG emission inventory from the water sector and wastewater sector, including ground-truthing activities
- Identify and coordinate with key stakeholders on identifying key issues, challenges and assessment of key priorities from the water and waste water sector.
- Prepare knowledge products and organise online or offline events/sessions/workshops on water resources management issues and topics. Support capacity building of public officials and stakeholders on innovative solutions and methodologies

- Undertake technical and analytical assessments on policy and regulation at city, state and national levels in relation to water and waste water management.
- Support the team in developing strategy and planning documents with specific actions (infrastructure and policy) to support achievement of SDGs related to water, particularly at the local level.
- Liaise with government officials at national and local level on water related issues on a regular basis. Develop and manage strong relationships with the city government and other key stakeholders and partners in the relevant sectors. Meeting and building relationships with key stakeholders and potential project partners (including relevant Government Ministries, industry associations, civil society and other donors).
- 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 resilience and circularity agenda.

Competencies

Candidates should have:

- Strong knowledge and demonstrated experience related to water and waste water management.
- 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 in 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 Hindi is preferred. Proficiency in other Indian or foreign languages is desired

Recruitment Qualifications

Education:

- Graduate degree in environment, water management and allied fields
- Post graduate university degree related to Water Resource Engineering/Water Resource Management or allied fields

Experience:

5-7 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.

ICLEI-Local Governments for Sustainability, South Asia

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

Tel: +91-11-4974 7200 Fax: +91-11-4974 7201 E-mail: iclei-southasia@iclei.org
Website: <http://southasia.iclei.org/>

Closing Date: 15 August 2022