



VACANCY ANNOUNCEMENT

Internship Description:

ICLEI South Asia is looking to hire a full-time paid intern for 3 months who will assist the communications team in managing website content; coordinating with the team leads for project reports and documents; and design creatives for social media as and when required.

The candidate will be based out of ICLEI South Asia's head office in Delhi and will liaison with the project teams. They will be provided with opportunities to shadow and train with experienced professionals.

Main responsibilities

The following is the list of typical tasks and responsibilities expected to be executed by the interns. This is an indicative list the tasks may vary/increase depending on the requirement.

- All tasks will be performed under the supervision of the Communications Manager.
- Create communications materials and designs (such as flyers and share graphics for social media), developing content for, updating, and maintaining ICLEI South Asia's key social media pages in line with ICLEI South Asia's goals and messaging
- Assist the team in curating new ideas and content management for social media.
- Liaison with various departments for project updates, reports, and documentation work.

Required skills and qualifications:

- Bachelor's/Master's degree in social sciences, journalism, or related subjects.
- Excellent written and oral communication skills, including excellent command of the English language,
- Demonstrated ability to write for a wide range of audiences, preferably with an established publication record.
- Proficiency in MS office tools especially MS Excel, Adobe Photoshop, Adobe Indesign, Canva, and WordPress

ICLEI – South Asia

C-3, Lower Ground Floor
Green Park Extension
New Delhi – 110016
India
Phone: +91-11- 4974 7200
Fax: +91-11- 4974 7201
Email: iclei-southasia@iclei.org
Web: <http://southasia.iclei.org/>

ICLEI – South Asia, Bangladesh

House-12 (Flat-2B), Road-20,
Nikunja-2, Khilkhet, Dhaka-1229
Bangladesh
Phone: +88 01819866766
Email: iclei-southasia@iclei.org
Web: <http://southasia.iclei.org/>

ICLEI – Local Governments for Sustainability e. V.

World Secretariat
Kaiser-Friedrich-Str. 7
53113 Bonn
Germany
Phone: +49-228/976 299-00
Email: iclei@iclei.org
Web: iclei.org
Registration No. VR 8929

ICLEI – Local Governments for Sustainability is a global network of more than 1,750 local and regional governments committed to sustainable urban development.





Application Process

Interested candidates are requested to send the following information to kaushani.banerjee@iclei.org with cc to harihara.subramanian@iclei.org latest by **9th December 2022**.

- Resume
- Cover Letter

Please note only shortlisted candidates will be contacted.

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>

Organisational Information:

About ICLEI – Local Governments for Sustainability

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

<https://southasia.iclei.org>