

ICLEI - Local Governments for Sustainability, South Asia

VACANCY ANNOUNCEMENT:

Please respond by: 23 Dec 2022

I. Position Information

Manager/Sr. Manager (Energy & Climate team) – 1 position (Delhi)

Senior Project Officer – (Energy & Climate team) – 2 Positions (Delhi/Hyderabad)

II. Organizational Context

ICLEI-Local Governments for Sustainability is a leading global network of 2500+ cities, towns and regions committed to building a sustainable future. ICLEI works with local governments through international performance-based, results-oriented campaigns and programs. In its result-based approach, ICLEI brings cities around the world together to build partnerships and share techniques to promote participation and the effectiveness of environmental protection through local-level initiatives.

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, Nepal and Bangladesh. With a membership base of over 70 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
- clean transport
- 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 support from various donors (such as Swiss Agency for Development and Cooperation, European Commission, GIZ, USDOS, 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

III A. Manager/Sr. Manager – Energy & Climate (1 Position)

Supervisor: Deputy Director, Delhi
Duty Station: Delhi, India
Type of Contract: Full-Time Employee

Functions: The Manager/Sr. Manager will work with the Energy & Climate team on wide-ranging project activities, and support the team by assuming responsible for various tasks related to project management, implementation, and research.

- Lead assigned projects related to energy and climate change, including technical execution of projects and management of project execution. Tasks include preparation and monitoring of the implementation of work plans, technical design of interventions, sub-contract management, and project reporting (both narrative and financial, with support from the finance team)
- Prepare technical and financial proposals and enhance the portfolio of projects in the energy and climate change space
- Provide technical inputs to projects in topics related to energy efficiency, renewable energy, energy storage systems, energy modelling, climate mitigation.
- Develop detailed work plans along with the team describing the objectives, goals, and responsibilities for projects, and take action as per the work plan.
- Conduct research and stakeholder consultations to identify and analyze opportunities, readiness, and gaps, enabling policy and regulatory recommendations for at-scale adoption of relevant technologies such as renewable energy technologies, battery energy storage systems, electric vehicle charging infrastructure, and smart and energy-efficient solutions in cities.
- Undertake technical and analytical assessments on policy and regulation at the city, state, and national levels in relation to topics including renewable energy, energy efficiency, electric mobility, building decarbonization, and climate mitigation strategies.

- Lead the team in developing strategy and planning documents with specific actions (infrastructure and policy) to support achievement of energy and climate goals.
- Supervise assigned team, to ensure quality and timely deliverables
- Design, lead and conduct technical workshops, webinars, knowledge dissemination events as required
- Support the Deputy Director in business development and project management
- Undertake necessary research and perform requisite technical analysis, as required
- 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).
- 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.
- Project related travel as needed, including for representing the team and organisation
- Flexibility to work on new initiatives and areas

Competencies

- Strong knowledge and demonstrated experience related to renewable energy technologies, energy efficiency, sustainable building, electric mobility, is necessary along with sustainable energy policy, climate change and sustainability issues in the Indian and global context
- 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.
- Methodical and organized approach and working style and ability to handle multiple tasks simultaneously
- 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.
- 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 and communication skills
- 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.
- Full familiarity with relevant computer applications (MS Excel, Word, PowerPoint, any other modelling tools and applications including energy modelling tools, building energy efficiency analysis tools, GIS, etc.)

Recruitment Qualifications

Education:

- University graduate degree in Engineering and completion of other relevant post-graduate education in Planning / Engineering / Science (electrical/mechanical/energy technology or planning /climate modelling) or allied fields

Experience:

- Up to 8 -12 years of relevant, post qualification, professional experience in the Energy/Climate Change Mitigation fields

II. Senior Project Officer – Energy & Climate (2 positions)

Supervisor: Deputy Director
 Duty Station: New Delhi/Hyderabad, India
 Type of Contract: Full Time Employee

Functions

- Work on 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.
- Provide technical inputs to projects in topics related to energy efficiency, renewable energy, energy storage systems, energy modelling and climate mitigation.
- Develop detailed work plans along with the team describing the objectives, goals, and responsibilities for projects, and take action as per the work plan.
- Conduct research and stakeholder consultations to identify and analyze opportunities, readiness, gaps, and recommendations for at-scale adoption of relevant technologies such as renewable energy technologies, battery energy storage systems, electric vehicle charging infrastructure, smart and energy efficient solutions in cities.
- Undertake technical and analytical assessments on policy and regulation at city, state and national levels in relation to topics including renewable energy, energy efficiency, electric mobility, building decarbonization,
- Support the team in developing strategy and planning documents with specific actions (infrastructure and policy) to support achievement of energy and climate goals.

- Organize and deliver workshops, round table meetings, webinars with relevant stakeholders for projects as and when required. Support capacity building of public officials and stakeholders on innovative solutions and methodologies across energy and climate change topics mentioned above.
- 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.
- 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).
- 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.

Competencies

Candidates should have:

- Strong knowledge and demonstrated experience related to climate change mitigation – planning and modelling, renewable energy technologies, power system engineering, energy storage, renewable energy is necessary along with electric mobility and energy efficiency.
- 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 and communication skills
- 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.
- Full familiarity with relevant computer applications (MS Excel, Word, PowerPoint, any

- other modelling tools and applications including energy modelling tools, building energy efficiency analysis tools, GIS, etc.)
- Excellent language skills:
 - Speaking and writing skills in English
 - Fluency in Hindi is preferred. Proficiency in any other language is desired

Recruitment Qualifications

Education:

- Graduate degree in Electrical/Mechanical 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 or allied fields.

Experience:

Minimum 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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