

ICLEI - Local Governments for Sustainability, South Asia

VACANCY ANNOUNCEMENT:

Please respond by the 22nd of February 2023

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. 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 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, Rockefeller Foundation, USDOS, SDC, UNEP, UNDP, 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

Immediate Supervisor: Bangladesh Country Manager
Duty Station: Dhaka, Bangladesh
Type of Contract: Full Time Employee

Functions

- Work with cities and urban local authorities to develop action plans on resilient and sustainable urban development.
- Review/ evaluate national and local level climate policies and relevant resources, and support the team in developing strategy and planning documents with specific actions – produce and share actionable climate compatible knowledge, fostering collaboration with potential partners, mobilising capacity to support achievement of national and regional climate resilient development goals.
- Support in developing climate compatible knowledge products, training modules and conduct trainings of key stakeholders and local governments.
- 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.
- Organize workshops and attend meetings with relevant stakeholders for projects as and when required.
- Conduct research, data analysis, deliver presentations, develop proposals/grant applications, write project reports and other documents on different aspects of climate resilient development.
- Develop and manage strong relationships with the local governments (city corporations, municipalities) and other key stakeholders and partners in the relevant sectors.
- Meeting and building relationships with potential project partners (including relevant Government Ministries, industry associations, NGOs, 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.
- Work on different projects and programs of ICLEI under its various pathways and effective implementation of climate change and sustainability 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.

Competencies

Candidates should have:

- Strong knowledge and demonstrated experience related to climate adaptation, resilience planning, disaster management along with urban development planning. Knowledge on gender and social inclusion, climate finance, ecosystem-based climate adaptation, food and water security and other allied fields of sustainable development is preferred.
- 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 GIS, MS Excel, Word, PowerPoint, any other tools).
- Direct experience managing/executing 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 Environmental Science/Engineering, Urban Planning, Geography and allied fields.
- Post graduate university degree from similar background or completion of relevant post-graduate education related to climate change, disaster management 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.

ICLEI - Local Governments for Sustainability, South Asia

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Closing Date: 22 February, 2023