

## VACANCY ANNOUNCEMENT

### I. Position Information

**Job Title:** City Associate– Energy & Climate (1 position)

**Organization:** ICLEI Local Governments for Sustainability, South Asia

**Location:** Hyderabad, Telangana

**Type of Contract:** Full Time Contractual Position (12 months- extendable upto 15 months)

**Expected Start Date:** 1<sup>st</sup> April, 2023

**Application Deadline:** 24<sup>th</sup> March, 2023

### II. Functions

The City Associate– Energy & Climate will be responsible to provide on-ground technical and coordination support in the implementation of an ongoing project. The City Associate is expected to undertake day to day coordination with the Greater Hyderabad Municipal Corporation (GHMC), and other relevant departments and stakeholders such as Southern Power Distribution Company of Telangana, Oil Marketing Companies, EPTRI, among others. Liaisoning support with various local and State government authorities, and academia, civil society, and other local stakeholders for project related work is expected.

The City Associate will be responsible for assisting with wide-ranging data collection and compilation, assistance in technical analysis, project coordination activities related to developing GHG emission inventory, climate risk and vulnerability assessment, and Climate Resilient City Action Plan (CRCAP) for GHMC and reporting on progress to GHMC.

The City Associate will be responsible for tasks including:

- Assist in all project related activities along with close collaboration with the Project Manager/Reporting Officer to ensure their completion as per the work plan and timelines.
- Conduct desktop research and undertake technical analysis on aspects related to Energy, Climate Change, Low-emission development
- Independently collect and compile information and assist the team in analyzing the collected information for developing city profile and identify gaps in urban systems through climate lens, for preparing GHG emissions inventory, and vulnerability analysis
- Identify and coordinate with key stakeholders as necessary for review and validation of key findings. Support the team in identifying key issues, challenges, and assessment of key priorities of the city for building climate resilient future
- Assist the team in identifying and suggesting mitigation and adaptation measures

- Assist the team in compiling technical reports and presentations to synthesize approaches and analyses in line with the discussions held with the Project Manager/ Reporting Officer
- Support city to progress on forward-looking national and/or international initiatives on renewable energy, energy efficiency, climate mitigation and sustainable urban development by supporting and coordinating projects or aspects of their plans, managing stakeholder engagement, information gathering, drafting documents and materials, delivering presentations, and performing data analyses
- Participate regularly in meetings with the key officials and other stakeholders to help advance project implementation as necessary
- Develop and manage strong relationships with the city government and other key stakeholders and partners in the relevant sectors
- Provide support and assistance in all aspects related to organizing and executing stakeholder consultations and knowledge exchange programs
- Support preparation of background documents/knowledge products and other relevant documents for wider dissemination and outreach
- Assist with developing and maintaining content for project website, and keeping project information updated on the ICLEI South Asia and global website

### III. Competencies

#### Candidates should have:

- Ability to work independently & as part of a team and willing to travel
- Excellent inter-personal and team skills and ability to work in a multi-cultural environment.
- Should have capabilities and proven experience related to climate change and planning, data synthesis and analysis, and preparation of high quality technical and policy documentation
- Have good understanding of GHG emission and Climate Action Plan and policy scenario
- Experience in maintaining collaborative relationships with diverse stakeholders to achieve desired results
- Enthusiastic attitude and willingness to learn, adapt and take on a wide range of responsibilities across different environment and development sector subject areas
- Ability to work under tight deadlines and under pressure
- Ability to handle multiple tasks simultaneously
- Full familiarity with relevant computer applications (MS Excel, Word, PowerPoint, GIS, any other tools and applications)
- Excellent report writing, IT and communication skills, including language skills:
  - Speaking and writing skills in English are necessary
  - Fluency in Telugu is desired

### IV. Recruitment Qualifications

#### ▪ Education:

Master's degree or equivalent post-graduate education in Planning/Engineering/Science (environmental/energy/climate change/mechanical) or allied fields.

▪ **Experience:**

Minimum 3 years of relevant, post qualification, professional experience. Working experience with city governments or other government institutions in the climate sector will be an advantage

**V. 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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**VI. Organizational Information:**

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

For more information, visit <https://southasia.iclei.org/>