

# ICLEI - Local Governments for Sustainability, South Asia

## VACANCY ANNOUNCEMENT:

*Please respond by: 28 July 2023*

## I. Position Information

- 1) Senior Project Officer (Energy & Climate) – **1** position (Hyderabad) / **2** positions (Delhi)
- 2) Deputy Manager (Energy & Climate) – **1** position (Delhi)
- 3) Deputy Manager (Energy & Climate) – **1** position (Chennai)
- 4) Senior Project Officer (Power & Renewables) – **1** position (Chennai)

## 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

#### 1) Senior Project Officer – Energy & Climate (3 positions)

Supervisor: Deputy Director/Senior Manager  
 Duty Station: 1 position in **Hyderabad** / 2 positions in **Delhi**  
 Type of Contract: Full Time Employee

#### Functions

- Work on projects and programs of ICLEI under its low carbon agenda and support effective implementation of climate change and energy management related projects within ICLEI South Asia.
- Conduct and assist on technical research, analysis, report writing on topics of climate mitigation, GHG emission inventory, city climate action planning, energy efficiency, sustainable buildings, renewable energy.
- Independently collect and compile information and conduct analysis for policy review, technical analyses, action planning on projects related to above topics.
- Coordinate with key stakeholders for information gathering, consultations and validation of technical data and information.
- Assist the team in compiling technical reports and presentations to synthesize results, approaches and analyses in line with the discussions held with the Project Manager/ Reporting Officer
- Assist on all aspects related to organizing and executing stakeholder events and knowledge management programs as necessary
- Support preparation of background documents/knowledge products and other relevant documents for wider dissemination and outreach
- Assist with developing concept notes and proposals on sustainable energy, climate mitigation, and low emission urban development
- Assist in preparation of case studies and modules for training & capacity building programs
- Develop and manage strong relationships with the city government and other key stakeholders and partners in the relevant sectors
- Participate regularly in regional and global meetings, calls or other coordination activities with project partners, stakeholders and other cities, as needed.

## **Competencies**

Candidates should have:

- Strong knowledge and demonstrated experience related to climate change mitigation – planning and modelling, low-emission solutions such as renewable energy, energy efficiency, electric mobility, electric mobility, waste to energy, among others relevant to cities.
- Strong research and analytical skills are necessary. Prior involvement in research-based projects and technical assessments is desirable.
- 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
- 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 such energy and emissions modelling tools, building energy efficiency analysis tools, GIS)
- 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.

## **2) Deputy Manager – Energy & Climate (1 Position)**

**Supervisor:** Deputy Director/Senior Manager

**Duty Station:** 1 position in **Delhi**

**Type of Contract:** Full Time Employee

**Functions:** The Deputy Manager will work with the Energy & Climate team on wide-ranging project activities and assume responsibilities for various tasks related to project management, implementation and research.

- Lead assigned projects related to energy and climate change, including technical execution and management of projects. Tasks include preparation and monitoring of implementation of work plans, technical design of interventions, sub-contract management and project reporting (both narrative and financial, with support from finance team)
- Develop detailed work plans along with the team describing the objectives, goals, and responsibilities for projects, and take action as per the work plan.
- 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, climate mitigation strategies.
- Provide inputs to initiatives and projects on thematic areas of climate mitigation, low-emission development, energy efficiency, renewable energy, sustainable buildings, electric mobility.
- Design and conduct research and stakeholder consultations for technical & policy assessments and recommendations related to the topics above.
- Prepare technical and finance proposals and enhance the portfolio of projects in the energy and climate change space
- Lead the team in developing strategy and planning documents with specific actions (infrastructure and policy) to support achievement of energy and climate goals.
- Work with and manage assigned team, to ensure quality and timely deliverables across projects.
- Design, lead and conduct technical workshops, webinars, knowledge dissemination events as required.
- Assist in preparation of case studies and modules for training & capacity building programs.
- Support Team Lead in business development and project management
- Close co-ordination with local governments and executing agencies, support provision of top-quality technical 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 buildings, 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 7 -10 years of relevant, post qualification, professional experience in the Energy/Climate Change Mitigation fields

### **3) Deputy Manager – Energy & Climate (1 Position)**

**Supervisor:** Deputy Director/Senior Manager

**Duty Station:** Chennai, India

**Type of Contract:** Full Time Employee

**Functions:** The Deputy Manager will work with the Energy & Climate team on wide-ranging project activities and assume responsibilities for various tasks related to project management, implementation and research.

- Lead assigned projects related to energy and climate change, including technical execution and management of projects.
- Tasks include preparation and monitoring of implementation of work plans, technical design of interventions, sub-contract management, project reporting.
- Liaise and maintain strong relationships with city governments, state departments, public institutions and local stakeholders to support delivery of projects and technical assistance.
- Develop detailed work plans along with the team describing the objectives, goals, and responsibilities for projects, and take action as per the work plan.
- 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, climate mitigation strategies.
- Coordinate with key stakeholders for information gathering, consultations and validation of technical data and information.
- Lead research and stakeholder consultations for technical & policy assessments and recommendations related to the topics above.
- Prepare technical and finance proposals and enhance the portfolio of projects in the energy and climate change space
- Lead the team in developing strategy and planning documents with specific actions (infrastructure and policy) to support achievement of energy and climate goals.
- Work with and manage assigned team, to ensure quality and timely deliverables across projects.
- Design, lead and conduct technical workshops, webinars, knowledge dissemination events as required.
- Support Team Lead in business development and project 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.
- Assist in preparation of case studies and modules for training & capacity building programs.
- 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 buildings, 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 7 -10 years of relevant, post qualification, professional experience in the Energy/Climate Change Mitigation fields

## **4) Senior Project Officer – Power & Renewables (1 position)**

Supervisor: Deputy Director/Senior Manager  
Duty Station: **Chennai**, India  
Type of Contract: Full Time Employee

### **Functions**

- Conduct technical research and stakeholder consultations on opportunities, readiness, gaps, policy and regulatory recommendations for power sector and renewable energy technologies/advanced energy solutions related to wind (onshore and offshore), solar, biomass, battery energy storage systems, hydrogen, electric vehicles



- Undertake technical and analytical assessments on policy and regulation at city, state and national levels for power systems and renewable energy (wind, solar, hybrid)
- Support the team in developing strategy and recommendations documents with specific actions (infrastructure and policy) to support achievement of energy and climate goals, particularly in the context of cities.
- Organize and conduct bilateral meetings, workshops and round table meetings with relevant stakeholders for projects as and when required.
- Compiling technical notes, reports and presentations to capture and synthesize outputs, approaches and analyses as required.
- Support capacity building of public officials and stakeholders on innovative solutions and methodologies across renewable energy and power sector topics.
- Work closely with the team and target stakeholders to support implementation of work plan and all activities therein.
- Develop and manage strong relationships with the public sector stakeholders (city and state government, public agencies), other key stakeholders and partners (associations, academia, subject/technology experts, service providers, civil society, donors) in the relevant sectors.
- Support cities and states to progress on forward-looking initiatives on power, renewable energy and energy efficiency through projects, technical support/advisory, managing stakeholder engagement, drafting documents and materials, delivering presentations, and performing data analyses.
- 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 other 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.

### **Competencies**

Candidates should have:

- Strong knowledge and demonstrated experience related to power system engineering and renewable energy is necessary.
- Strong skills and experience related to technology assessment, feasibility studies, implementation of renewable energy & power systems are required. Prior involvement in projects and assessments on technology promotion and deployment with public institutions will be an advantage.
- Strong analytical and computational skills to undertake policy & regulatory review, feasibility 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, communication and IT skills (including full familiarity with relevant computer applications including MS Excel, Word, PowerPoint, any other tools).



- Direct experience in executing projects in a team setting, including assisting project plans and managing timelines.
- 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 languages including Tamil is welcome.

### **Recruitment Qualifications**

#### **Education:**

- Graduate degree in Electrical/Power Systems/Mechanical engineering and allied fields
- Post graduate university degree from similar background or completion of relevant post-graduate education related to power systems, renewable energy, energy 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: 28 July 2023**