



## **ICLEI - Local Governments for Sustainability, South Asia**

### **VACANCY ANNOUNCEMENT:**

**Please respond by: 15<sup>th</sup> October 2023**

#### **I. Position Information**

City Project Associate, Biodiversity – (1 Position)

#### **II. Organizational Context**

ICLEI - Local Governments for Sustainability is the leading global network of more than 1,750 cities, towns and regions committed to building a sustainable future. By helping our Members to make their cities sustainable, low-carbon, resilient, biodiverse, resource-efficient, healthy and happy, with a green economy and smart infrastructure, we impact over 25% of the global population. ICLEI works with local governments through international performance-based, results-oriented campaigns and programs.

ICLEI's South Asia secretariat is presently operating from New Delhi, India. 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 help 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
- urban biodiversity
- water and air pollution
- waste management
- energy
- built environment
- sustainable transportation
- disaster management
- environmental management systems

Projects related to thematic areas of urban biodiversity, energy efficiency, renewable energy, climate change, mobility, built environment, sustainability management, water, green growth etc are executed by ICLEI South Asia through support from several donors (BMUV, British High Commission, European Commission, GIZ, SHAKTI Foundation, Rockefeller Foundation, USDOS, USAEP, USAID, etc) and ministries in Government of India and various state government funding sources.

### **III. Details of main projects to be involved with**

The Biodiversity team is working on several projects. These include ***Promoting conservation and sustainable management of urban biodiversity in Noida*** project that is supported by the HCL Foundation. This project is focussed on Noida and aims to mainstream biodiversity conservation through the development of City Biodiversity Index, Local Biodiversity Strategy and Action Plan and undertaking ecosystem service assessments, The present position will primarily be involved in this project and also contribute to other projects in the team.

### **IV. Position Description**

City Project Associate: 1 Position

Supervisor: Senior Programme Coordinator (Biodiversity)

Duty Station: New Delhi/Noida

Type of Contract: Full Time Employee

Duration: One Year, with possibility of extension

#### **Functions**

The selected candidate will be based in Noida/New Delhi and work to support the execution (liaising with authorities, data collection, research, project management, advocacy) of all projects in the Biodiversity team (with special focus on the above mentioned project).

- Work with Noida Development Authority, State Biodiversity Boards and other city government agencies, district administration and other stakeholders in the city and assist in project activities
- Develop and manage strong relationships with government agencies and other key stakeholders and partners
- Undertake studies at the project sites to document existing biodiversity and ecosystem services
- Assist in development of project deliverables including natural asset maps, Local Biodiversity Strategy Action Plan, City Biodiversity Index
- Assist in compiling and preparing research reports and project presentations

- Provide support and assistance in all aspects related to organizing and executing project events such as training programmes and workshops
- Assist with developing and maintaining content for project website, and keeping project information updated on the ICLEI South Asia and related websites
- Ensure close co-ordination with local governments/executing agencies, support provision of top quality services and facilitation of knowledge building and management
- Undertake project related travel, if required
- Provide project updates to managers or superiors on a regular basis

## **Competencies**

Candidate should:

- Have an educational background in biodiversity conservation/ natural resources management
- Have excellent language skills:
  - English language skills - both spoken and written;
  - Hindi language skills- both spoken and written
  - Knowledge of speaking skills in any other regional language of India will be an asset
- Be able to undertake and support mapping exercises and undertake taxa based biodiversity surveys
- Be able to set and consistently meet realistic and challenging targets; be able to manage circumstances in order to achieve those targets to meet project objectives
- Be able to work independently and pro-actively
- Have an ability to work under tight deadlines and under pressure
- Have an ability to handle multiple tasks simultaneously
- Have excellent leadership skills and ability to negotiate with various stakeholders
- Be able to travel extensively and trek in high altitudes as well
- Have an enthusiastic attitude and willingness to learn, adapt and take on a wide range of tasks

## **In addition**

- Understanding of administrative, technical and political background of urban areas in terms of biodiversity conservation, ecosystem services, climate change, including knowledge of short term quick wins measures and long term policy level intervention to achieve and showcase results of project to various stakeholders at the local level
- Experience of working closely with municipal/state/central government or other related organizations on biodiversity conservation and ecosystem services, understanding of implementation issues at city level and required support from state and national government in this regard

- Have good understanding of issues pertaining to biodiversity conservation, ecosystem services and natural resources management and how they affect/impact India

### **Recruitment Qualifications**

Masters in Ecology/ Biodiversity Conservation/ Wildlife Sciences/ Environmental Sciences/ Forestry

### **Experience**

2-3 years of relevant, post qualification, professional experience at organisation (s) working in the biodiversity conservation sector in a similar capacity

### **Computing Skills**

Use of MS office, GIS, AutoCAD and analytical software

## **V. Contact Information**

Interested candidates are requested to submit CV (along with one-page note describing your suitability for the position and two references) by email to [iclei-southasia@iclei.org](mailto:iclei-southasia@iclei.org) and [monalisa.sen@iclei.org](mailto:monalisa.sen@iclei.org)

## **VI. General Information**

Only shortlisted candidates will be contacted.

ICLEI South Asia promotes Diversity, Equity and Inclusiveness (DEI), hence it encourages all, including females to apply for the position.

Closing Date: **15<sup>th</sup> October 2023**