

VACANCY **ANNOUNCEMENT**

I. Position Information

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

Organization: ICLEI Local Governments for Sustainability, SouthAsia

Location: Thimphu, Bhutan

Type of Contract: Full Time Contractual Position (21 months)

Expected Start Date: 1st November, 2023

Application Deadline: 15th October, 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 Thimphu Thromde (Thimphu Municipality), and other relevant agencies and stakeholders such as Bhutan Power Corporation Limited, Ministry of Infrastructure and Transport, Ministry of Energy and Natural Resources, among others. Liasoning 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 wide range of project activities including data collection and compilation, assistance in technical analysis, project coordination activities related to identifying innovative projects to be implemented in Thimphu city related to energy efficiency, renewable energy, and electric-mobility, supporting information gathering for feasibility and technical assessments of such projects, developing sustainable energy transition roadmap for Thimphu, facilitating participation of stakeholders in technical trainings, and reporting on progress to Thimphu Thromde.

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, Low-emission development
- Independently collect and compile information and assist the team in analyzing the collected information, identifying gaps and for development of sustainable energy transition roadmap for Thimphu and other project deliverables as required.
- 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 moving towards a sustainable energy and low-carbon future.

- 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, E-mobility, 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 energy, power and E-mobility sectors.
- Provide support and assistance in all aspects related to organizing and executing stakeholder consultations, trainings, and knowledge exchange programs (virtual and in-person)
- 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 and as part of a team
- 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 working knowledge of subject areas/sectors such as renewable energy (RE), energy efficiency (EE) and electric mobility (EV), urban planning.
- Understanding of local municipal bye laws, other regulations, national/state government schemes and projects pertaining to RE, EE and EV sector would be desirable.
- 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, 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 Dzongkha (Bhutanese) is desired

IV. Recruitment Qualifications

• Education:

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

Master's degree in renewable energy, environmental sciences, urban planning and equivalent fields is desirable.

• Experience:

Minimum 3 years of relevant experience after Bachelor's degree or graduation.

Minimum 1 year of relevant experience after Master's or post-graduate degree.

Working experience with local/state government or other government institutions in the energy/environment/climate sector will be an advantage.

V. Contact Information:

Interested candidates are requested to submit CV (mentioning the position in subject line) along with one-page note describing your suitability for the position to the email ID noted below. Providing up to two references is encouraged.

ICLEI-Local Governments for Sustainability, South Asia

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VI. Organizational Information:

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.

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