

ICLEI - Local Governments for Sustainability, South Asia

VACANCY ANNOUNCEMENT:

I. Position Information

Senior Project Officer /Deputy Manager (Energy & Climate) – 2 positions (Delhi / Hyderabad / 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

Position: Senior Project Officer / Deputy Manager

No. of Positions	: Two (2)
Supervisor	: Deputy Director / Senior Manager
Duty Station	: Delhi / Hyderabad / Chennai
Job Code	: SPO-EC-Delhi-2023
Type of Contract	: Full Time Employment

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, 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 Climate Change Planning systems, energy management, climate change mitigation or allied fields.

Experience:

- Minimum 4–7 years of **relevant post qualification professional experience**. The above said position will be considered depending upon the skill-set, qualification, and 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.

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V. 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: *The position(s) will be open till the availability of the suitable candidates*