

# ICLEI - Local Governments for Sustainability, South Asia

## VACANCY ANNOUNCEMENT:

*Please respond by: 30<sup>th</sup> November 2023*

### I. Position Information

**1) Senior Project Officer – Sustainability Management – 1 Position in Delhi**

### 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:

- Sustainable transportation and Electric Mobility
- Climate change
- Water and air pollution
- Waste management
- Renewable energy and energy efficiency
- Built environment
- 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, SHAKTI Foundation, USDOS, UNEP, UNDP, USAID) and various ministries in Government of India and various state government funding sources.

### III. Position Description

#### 1) Senior Project Officer – Sustainability Management (1 Position)

Supervisor: Associate Director

Duty Station: **Delhi** (Job Code: **SPO-ST-Delhi**)

Job Type: Permanent / Regular Basis

#### Functions

**The Senior Project Officer – Sustainability Management will provide support to projects related to climate adaptation and climate resilience and will work with team members and external stakeholders**

- Work on projects and programs of ICLEI South Asia under its resilience and low carbon pathways and support effective implementation of climate change related projects within ICLEI South Asia.
- Independently collect and compile information and conduct analysis for policy review, technical analyses, action planning on projects.
- Support the team for design and implementation of climate resilience and adaptation strategies and interventions.
- Conduct and assist on technical research, analysis, report writing on topics related to climate change adaptation, climate risk and vulnerability assessment, and city climate action planning.
- Coordinate with inter and intra team members related to the project.
- Support all projects in South Asia on topics related to climate adaptation and resilience.
- Coordinate with key stakeholders for information gathering, consultations and validation of technical data and information.
- Ensure effective execution, implementation and management of assigned projects.
- Provide technical know-how and guidance for assigned project activities.
- Deliver timely project deliverables, ensuring quality maintained at all times.
- Monitor project progress and reporting on program progress to internal and external stakeholders.
- Assess whether project outcomes contribute to the objectives of the Program and evaluate the impact of each project and of the program as a whole.
- Report on program progress to the funding agencies.
- 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 climate adaptation and resilience.

- 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:**

Candidates should have:

- Strong knowledge and demonstrated experience related to climate **adaptation, climate resilience work, climate change** is necessary. Knowledge of water resource management and waste management will be an added benefit.
- 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 etc.
- Strategic thinking and interpersonal skills are required, including the ability to problem-solving 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 climate related tools).
- 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 adaptation, resilience and climate change subject areas.
- Excellent language skills:
  - o Speaking and writing skills in English
  - o Proficiency in Hindi and/or other language is desired

## **Recruitment Qualifications**

### **Education:**

- Graduate degree in Environmental science or allied fields
- Post graduate university degree in Environmental Science/Engineering or Sustainability Development or completion of relevant post-graduate education related to climate change mitigation, climate adaptation and resilience, sustainability development or allied fields.

### **Experience:**

- Minimum 4-6 years of relevant post qualification, related professional experience.

## IV. Contact Information:

Interested candidates, with relevant to the job profile as mentioned above, 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
- Shortlisted candidates would meet minimum of 2 phases in the interview process
- ICLEI South Asia promotes Diversity, Equity and Inclusiveness (DEI), females are strongly encouraged to apply for the position.

**Closing Date: 30<sup>th</sup> November 2023**