

# ICLEI - Local Governments for Sustainability, South Asia

## VACANCY ANNOUNCEMENT:

*Please respond by: 5<sup>th</sup> April, 2024*

### I. Position Information

1. **Senior Project Officer** (Urban) – 1 Position (Shimla – Himachal Pradesh)
2. **City Associate** (Urban) – 2 Positions (Shimla – Himachal Pradesh)

### 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, Bhutan, 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.

The positions provide ground level support to various ongoing projects related to thematic area of electric mobility and support liaising with various government authorities and departments (including relevant industry associations, civil society, and other stakeholders).

### III. Position Description

1) **Senior Project Officer** (Urban) – 1 Position (Job Code: **ICLEI-SPO-U/23-24-001**)

2) **City Associate** (Urban) – 2 Positions (Job Code: **ICLEI-CA-U/23-24-002**)

Supervisor: Associate Director / Manager

Duty Station: **Shimla, HP**

Type of Contract: 21 Months

#### Functions

The above positions will be responsible for assisting with wide-ranging project activities related to electric mobility initiative, and to support the various ongoing projects by being responsible for various tasks related to project:

- Conduct desktop research and provide technical inputs in aspects related to electric mobility.
- Support State government in procurement of electric buses.
- Develop and manage strong relationships with the city government and other key stakeholders and partners in the relevant sectors.
- Support government to progress on forward-looking initiatives on electric mobility and sustainable transportation through leading projects or aspects of their plans, managing stakeholder engagement, drafting documents and materials, delivering presentations, and performing data analyses.
- Provide support and assistance in all aspects related to organizing and executing project events such as training programmes and workshops
- Compiling and researching reports and presentations of different types
- Assist with developing concept notes/proposals on sustainable urban development.
- Assist in preparation of case studies for training & capacity building programmes.
- Assist with developing and maintaining content for project website, and keeping project information updated on the ICLEI South Asia and global webs.

#### Competencies

##### **Candidates should:**

- Have strong knowledge and demonstrated experience related to electric vehicles especially related to charging infrastructure for electric vehicles.
- Have strong research skills at both primary and secondary levels of research which are necessary. Prior involvement in research-based projects and assessments is expected.
- Have 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-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, and any other tools).
- Be able to work independently & as part of a team and willing to travel throughout India.
- Should have knowledge of documentation & Preparation of case studies for training & capacity building programmes.
- Enthusiastic attitude and willingness to learn, adapt and take on a wide range of responsibilities across different urban subject areas
- Ability to work under tight deadlines and under pressure
- Ability to handle multiple tasks simultaneously
- Methodical and organized approach and working style
- Good eye for visual aesthetics desirable
- Excellent language skills:
  - Speaking and writing skills in English
  - Fluency in Hindi and the local language is preferred. Proficiency in any other language is an added advantage

#### **Education:**

- Preferred: Bachelor's degree in engineering/ masters or equivalent degree **in urban planning/transportation planning** or related field.
- Understanding of e- mobility sector and orientation towards sustainable development in the transportation sectors; good understanding of sustainable development and efforts in the field.

#### **Experience:**

- Minimum **1-2 years** (for City Associate) and **4-5 years** (for Senior Project Officer) of relevant, post qualification, professional experience.

## **I IV. General Information and 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.
- 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 positions.

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

C-3, Lower Ground Floor

Green Park Extension New

Delhi -110016 India

Tel: +91-11-4974 7200 Fax: +91-11-4974 7201

E-mail: [harihara.subramanian@iclei.org](mailto:harihara.subramanian@iclei.org)

Website: <http://southasia.iclei.org/>

**Closing Date: 5<sup>th</sup> April, 2024**