

ICLEI -Local Governments for Sustainability, South Asia

VACANCY ANNOUNCEMENT:

Deadline for Applications: 31st May, 2024

I. Position Information

A. Senior Manager – Sustainability Management – 1 Position (Job Code: **ICLEI-SrMgr/SM**)

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 urban resilience particularly with focus on:

- climate change
- air pollution
- water management
- waste management
- renewable energy and energy efficiency
- built environment
- clean transport
- disaster management
- urban biodiversity

Projects related to thematic areas of energy, climate resilience, sustainable development, disaster risk reduction, water and waste management, urban biodiversity, urban planning among others are executed by ICLEI South Asia through support from various national and international donors. ICLEI South Asia's

Sustainability team has extensive experience of working with cities to offer technical assistance, undertake research and analyses, formulate policy and action plans, design and pilot innovative solutions, deliver capacity building and knowledge transfer, foster gender and social inclusion, among others.

III. Position Description

Senior Manager-Sustainability (1 Position)

Supervisor: Associate Director, Delhi

Duty Station: Delhi, India

Type of Contract: Full Time Employee

Functions: The Senior Manager will work with the Sustainability Management team on wide-ranging project activities including, but not limited to climate adaptation, urban climate resilience planning, water management, waste management and planning, circularity, urban food systems, and gender and social inclusion. He or She will support the team by assuming responsibility for various tasks related to project development, planning, management, implementation and research. Primary roles include:

- Lead assigned projects under ICLEI South Asia's resilient development and circular development pathways and support effective implementation of projects, including technical and managerial execution. Tasks will include support in preparation of project proposals, technical assistance in implementation and monitoring of project work plans and progress, sub-contract management and project reporting (both narrative and financial, with support from finance team). Ensure effective execution, implementation and management of assigned projects.
- Supervise the assigned project team, to ensure quality and timely deliverables
- Design and conduct technical workshops, as may be required.
- Undertake necessary research and perform requisite technical analysis, report writing on topics related to climate change adaptation, climate risk and vulnerability assessment, and urban climate action planning, waste management, water resource management, circular development, urban food systems, etc as required.
- Provide technical know-how and guidance for assigned project activities.
- Deliver timely project deliverables, ensuring quality maintained at all times.
- Support the Associate Director in business development and project management; prepare technical and finance proposals and enhance the portfolio of projects in the sustainability space.
- Develop and maintain relationships with partner organisations and clients
- Coordinate with various government agencies, project partners and stakeholders (including donors, government departments and ministries,

industry associations, civil society etc.) for project related activities, event related activities, etc.

- Provide support and assistance in all aspects related to organizing and executing project events, stakeholder events and knowledge management programs as necessary.
- Assist in compiling technical reports and presentations to synthesize results, approaches, and analyses in line with the discussions held with the Project Manager / Reporting Officer.
- Support preparation of background documents / knowledge products and other relevant documents for wider dissemination and outreach; assist in preparation of case studies and modules for training & capacity building programs.
- Participate regularly in regional and global meetings, calls or other coordination activities with project partners, stakeholders, and other cities, as needed.
- Support all projects in ICLEI South Asia on related topics as and when called for.

Competencies

Candidates should have:

- Strong knowledge and demonstrated experience related to climate adaptation, climate resilience, water resource management and waste management. Should be flexible to work on new initiatives and areas
- 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:

- 7 to 10 years of relevant, post qualification, related professional experience

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). Females are encouraged to apply for the position.

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Closing Date: 31st May, 2024