

ICLEI - Local Governments for Sustainability, South Asia

VACANCY ANNOUNCEMENT:

Please respond by: 20th July 2024

I. Position Information

Deputy Manager / Manager (Energy & Renewables) – 1 position (New Delhi / Hyderabad)

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

Deputy Manager / Manager – Energy & Renewables (1 position)

Supervisor: Deputy Director / Programme Coordinator
 Duty Station: **New Delhi/Hyderabad, India (Job Code: ICLEI-DM/M-ER-24-25)**
 Type of Contract: Full Time Employee

Functions

The Deputy Manager/Manager will work with the Energy & Climate team on wide-ranging project activities and assume responsibilities for various tasks related to project management, implementation and research.

- Lead assigned projects related to energy transition and climate change, including technical execution and management of projects.
- Design and lead technical research and techno-analytical assessments related to policy and regulation, readiness and gap analysis, project feasibility studies for power sector and renewable energy technologies/advanced energy solutions such as solar, wind (onshore and offshore), battery energy storage systems, electric vehicles, green hydrogen and fuel cells.
- Lead and undertake development of strategy and recommendations documents with specific actions (infrastructure, policy, institutional, pilot-scale and bankable projects, financial) to support achievement of renewable energy and energy transition goals, particularly in the context of cities.
- Delivery of technical assistance (TA) and deployment of pilot projects on sustainable and renewable energy solutions in cities including conceptualization, scoping, pre-feasibility/feasibility analysis, tender preparation and TA/pilot execution
- Lead support to cities and states to progress on forward-looking initiatives on power, renewable energy and energy efficiency through projects, technical support/advisory, managing stakeholder engagement, developing technical documents and materials, delivering presentations, and performing data analyses.
- Lead preparation of knowledge materials (training modules, case studies, whitepapers). Design, lead and conduct technical workshops, webinars, knowledge dissemination events as required.
- Compiling high-quality technical notes, reports and presentations to capture and synthesize outputs and analyses as required.
- Undertake preparation and monitoring of implementation of work plans, technical design of interventions, sub-contract management, project reporting and coordination with donors/clients.
- Develop detailed work plans along with the team describing the objectives, goals, and responsibilities for projects, and take action as per the work plan.

- Work with and manage assigned team, to ensure quality and timely deliverables across projects.
- Liaise and maintain strong relationships with city governments, state departments, public institutions and local stakeholders to support delivery of projects and technical assistance. Coordinate and engage with key stakeholders for information gathering, consultations and validation of technical data and information.
- Prepare technical and financial proposals and enhance the portfolio of projects in the energy, power and renewables space
- Support Team Lead in business development and project management
- Meeting and building relationships with key stakeholders and potential project partners (including relevant Government Ministries, industry associations, civil society and other donors).
- Manage and contribute to ICLEI South Asia's efforts and initiatives with stakeholders and partners at the local, regional, national, and international levels, as needed. Stakeholders may include academic partners, non-profits, efficiency service and product providers, other companies, and government agencies.
- Ensure appropriate reporting to partners and funders. Participate regularly in regional and global meetings, calls or other coordination activities with project partners and other cities, as needed.
- Project related travel as needed, including for representing the team and organisation
- Flexibility to work on new initiatives, technologies and areas

Competencies

Candidates should have:

- Strong knowledge and demonstrated experience related to renewables and energy sector is necessary.
- Strong skills and experience related to technology assessment, research, feasibility studies, implementation of renewable energy, advanced energy solutions/technologies & power systems are required. Prior involvement in projects and assessments on action planning, technology promotion and deployment with public institutions, especially with city governments, will be an advantage.
- Direct experience managing multi-year projects in a team setting, including developing project plans and managing timelines.
- Strong analytical and computational skills to undertake policy & regulatory review, feasibility assessments, action planning, technology evaluation, cost-benefit analysis
- Methodical and organized approach and working style and ability to handle multiple tasks simultaneously
- Excellent report writing and technical documentation skills, including document structuring, synthesis and ensuring clear communication through reports, written materials and presentations.
- Ability to work independently & as part of a team and willing to travel frequently
- 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.

- Enthusiastic attitude and willingness to learn, adapt and take on a wide range of responsibilities across different energy and low-carbon transition subject areas.
- Full familiarity with relevant computer applications (MS Excel, Word, PowerPoint, any other modelling tools and applications including energy modelling tools, building energy efficiency analysis tools, GIS, etc.)
- Excellent speaking and writing skills in English

Recruitment Qualifications

Education:

- Graduate degree in Renewables/Energy/Electrical/Mechanical engineering and allied fields
- Post graduate university degree from similar background or completion of relevant post-graduate education related to renewable energy, energy management, power systems or allied fields.

Experience:

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

It is to be noted that designation will be finalized based on experience and expertise and mutual discussion

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: 20th July 2024