

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

## **VACANCY ANNOUNCEMENT:**

### **I. Position Information**

**Manager – Competitive Procurement Centre (CPC) - 1 Position - Bangkok**

(Job Code: ICLEI/BKK/01)

### **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.

#### Position Context:

ICLEI South Asia is setting up a Competitive Procurement Centre (CPC) as a part of USAID Southeast Asia Smart Power Program (SPP) in Bangkok. The CPC will serve as a one-stop shop for best practices and technical assistance in energy procurement in the ASEAN countries. To support this initiative, a vacancy has been announced to contribute to the establishment and operation of the CPC, focusing on energy procurement best practices and technical assistance. The ideal candidate will possess in-depth knowledge of various renewable energy sources (solar, wind etc.) and their respective procurement strategies in varied contexts (private, public, government etc). The candidate should also be able to conduct risk assessments and foresee potential project challenges, be proficient in financial modeling, budgeting, and cost-benefit analysis related to energy procurement decisions. Familiarity with local, state, and national regulations affecting renewable energy procurement, including environmental impact assessments and compliance requirements is a must. The candidate must be able to track and analyze how policy changes impact procurement strategies and market conditions. The manager in this role should be well-rounded with technical expertise, strong project management capabilities, financial savvy, regulatory knowledge, stakeholder engagement skills, effective communication abilities, and strategic thinking.

### III. Position Description

#### Manager – Competitive Procurement Centre (CPC): 1 Position

Supervisor	: Executive Director/ Deputy Director, ICLEI South Asia
Duty Station	: Bangkok
Job Code	: ICLEI/BKK/01
Type of Contract	: Full Time Employment
Nationality	: Thailand

#### Functions

- Undertake techno-economic assessments (including site visits) on clean energy procurement processes, supply and demand dynamics, pricing mechanisms and power purchase agreements (PPAs).

- Develop and evaluate documentation related to procurement of clean energy including market assessment, clean energy need assessment for clients, preparation of Requests for Proposals (RfPs), contracts, and bid evaluation criteria, ensuring adherence to policy & regulatory requirements.
- Conduct policy analysis at city, state and national levels to identify challenges and suggest solutions and strategies to enable clean energy procurement for multiple consumer categories.
- Track impacts of policy & regulatory changes on clean energy procurement, grid connectivity and tariffs in ASEAN countries, and identify related compliance issues.
- Coordinate and liaise with key stakeholders in the ASEAN countries, including national and sub-national governments, nodal ministries, vendors, energy utilities and regulators, and businesses in collaboration with CPC partners for clean energy procurement support.
- Develop and manage relationships with stakeholders to support the operations of the CPC.
- Support the team in creating knowledge products for the CPC including reports, training manuals, auction designs, and review criteria.
- Assist in all aspects related to organizing and executing stakeholder events, technical workshops, webinars, and knowledge dissemination events.
- Support and lead communication and correspondence with project partners, stakeholders, and other relevant parties to ensure smooth operations.
- Ensure timely and accurate reporting to partners and funders within agreed deadlines. Participate in regional and global meetings, calls, and other coordination activities of the CPC along with project partners and other stakeholders, as required.
- Support in activities related to other projects from time to time, as required.

## **Competencies**

Candidates should have:

- Strong knowledge and demonstrated experience in clean energy technologies, techno-economic analysis, energy markets including generation, transmission and distribution, pricing mechanisms, policies, regulatory frameworks, and procurement processes, particularly in the ASEAN region.
- Experience and expertise in procurement processes within the power sector, including RfP preparation, vendor selection, contract management, and ensuring compliance with relevant procurement regulations and standards.
- Knowledge of technical, financial and legal requirements related to energy procurement, including budgeting, cost analysis, PPAs, financing mechanisms, contractual obligations, and return on investment (ROI) calculations.
- Strong research and analytical skills in assessing energy consumption patterns, demand forecasts and procurement options.
- Demonstrated strategic thinking and interpersonal skills, with the ability to problem-solve and influence decision-making processes in a diplomatic and collaborative manner.

- Excellent report writing and communication skills, with the ability to convey complex technical information clearly and concisely.
- Experience in maintaining collaborative relationships with diverse stakeholders, including government agencies, private sector partners, and community organizations.
- Comfortable with public speaking in varied settings, ranging from working groups to conferences.
- Ability to work independently as well as part of a team, with a strong willingness to learn, adapt, and take on a wide range of responsibilities across different energy subject areas.
- Willingness to travel frequently for project work, stakeholder meetings, and conferences.
- Familiarity with relevant computer applications (MS Excel, Word, PowerPoint) and energy management systems, including energy modeling tools and applications.
- Excellent language skills:
  - Excellent speaking and writing skills in English.
  - Fluency in Thai is preferred. Proficiency in any other language is highly desired.

#### **Experience and Qualification:**

- Bachelor's degree in electrical/mechanical/power/energy engineering and allied fields. A Master's degree is preferred.
- Minimum 4–6 years of relevant post-qualification professional experience in the power sector, with a focus on procurement and project management.

#### **IV. Contact Information:**

Interested candidates are requested to submit a CV (mentioning the job code in the subject line) along with a one-page note describing your suitability for the position and two references.

#### **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) / [soumya.chaturvedula@iclei.org](mailto:soumya.chaturvedula@iclei.org)

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

#### **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 until the position has been filled