

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

### **VACANCY ANNOUNCEMENT:**

**Please respond by: 7<sup>th</sup> May 2025**

#### **I. Position Information**

Assistant Manager/Senior Project Officer, Biodiversity – (1 Position)

#### **II. Organizational Context**

ICLEI - Local Governments for Sustainability is the leading global network of more than 1,750 cities, towns and regions committed to building a sustainable future. By helping our Members to make their cities sustainable, low-carbon, resilient, biodiverse, resource-efficient, healthy and happy, with a green economy and smart infrastructure, we impact over 25% of the global population. ICLEI works with local governments through international performance-based, results-oriented campaigns and programs.

ICLEI's South Asia secretariat is presently operating from New Delhi, India. 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 help 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
- urban biodiversity
- water and air pollution
- waste management
- energy
- built environment
- sustainable transportation
- disaster management
- environmental management systems

Projects related to thematic areas of urban biodiversity, energy efficiency, renewable energy, climate change, mobility, built environment, sustainability management, water, green growth etc are executed by ICLEI South Asia through support from several donors (BMUV, British High Commission, European Commission, GIZ, SHAKTI Foundation, Rockefeller Foundation, USDOS, USAEP, USAID, etc) and ministries in Government of India and various state government funding sources.

### **III. Details of main projects to be involved with**

The Biodiversity team is working on several projects. These include projects focussing on establishment of food gardens, canal restoration, development of City Biodiversity Index, People's Biodiversity Register, Local Biodiversity Strategy and Action Plan, Biodiversity Communication, implementation of Nature based Solutions, GIS based Maps, Ecosystem Service Assessments, Policy inputs, as well as on ground implementation. The present position will contribute to all projects in the team, with detailed focus on documentation of case studies on Nature based Solutions and ecological restoration of canals.

### **IV. Position Description**

Assistant Manager/Senior Project Officer: 1 Position

Supervisor: Associate Director (Biodiversity)

Duty Station: New Delhi

Type of Contract: Full Time Employee

Duration: One Year, with possibility of extension

#### **Functions**

The selected candidate will work to support the execution of all projects in the Biodiversity team. The work will involve:

- Undertake desk-based review and data collection of short-listed examples on Nature based Solutions and develop case studies
- Support development of a compendium on Nature based Solutions
- Support development of food gardens, school engagement and policy analysis
- Undertake field work and studies at the project sites, e.g. to document existing biodiversity and ecosystem services
- Assist in development of project deliverables including GIS based natural asset maps, Local Biodiversity Strategy Action Plan, City Biodiversity Index
- Assist in compiling and preparing research reports and project presentations
- Provide support and assistance in all aspects related to organizing and executing project events such as training programmes and workshops

- Assist with developing and maintaining content for project website, and keeping project information updated on the ICLEI South Asia and related websites
- Ensure close co-ordination with local governments/executing agencies, support provision of top-quality services and facilitation of knowledge building and management
- Proposal development
- Undertake project related travel, as and when required
- Provide project updates to managers or superiors on a regular basis

## **Competencies**

Candidate should:

- Have an educational background in biodiversity conservation/ natural resources management
- Have excellent language skills:
  - English language skills - both spoken and written;
  - Hindi language skills- both spoken and written
  - Knowledge of speaking skills in any other regional language of India will be an asset
- Have excellent skills in carrying out desk-based research and analysis
- Have excellent writing skills in English
- Have a detailed understanding about Nature based Solutions and Ecological Restoration
- Have experience in GIS and be able to undertake and support mapping exercises
- Have experience in undertaking taxa-based biodiversity surveys
- Have command over identification of atleast one taxa
- Support data collection, secondary literature review for project reports
- Be a team player and also be able to work independently and pro-actively
- Have an ability to work under tight deadlines and under pressure
- Have an ability to handle multiple tasks simultaneously
- Have an enthusiastic attitude and willingness to learn, adapt and take on a wide range of tasks

## **In addition**

- Have good understanding of issues pertaining to biodiversity conservation, ecosystem services and natural resources management and how they affect/impact India
- Understanding of administrative, technical and political background of urban areas in terms of biodiversity conservation, ecosystem services, climate change in India

## **Recruitment Qualifications**

Masters in Ecology/ Biodiversity Conservation/ Wildlife Sciences/ Environmental Sciences/ Forestry

## **Experience**

2-5 years of relevant, post qualification, professional experience at organisation (s) working in the biodiversity conservation sector in a similar capacity

## **Computing Skills**

Use of MS office, GIS, AutoCAD and analytical software

## **V. Contact Information**

Interested candidates are requested to submit CV (along with one-page note describing your suitability for the position and two references) by email to [iclei-southasia@iclei.org](mailto:iclei-southasia@iclei.org) and [monalisa.sen@iclei.org](mailto:monalisa.sen@iclei.org)

ICLEI South Asia promotes Diversity, Equity and Inclusiveness (DEI). Females are encouraged to apply for the position.

**Closing Date: 7<sup>th</sup> May 2025**