VACANCY ANNOUNCEMENT

ICLEI - Local Governments for Sustainability, South Asia

I.   Position Information:

- **Job Title:** Senior Project Officer– Energy & Climate (1 position)

- **Job Code:** SPO_E&C_Vadodara_APR2025

- **Experience Required:** Up to 5 years of relevant experience in Climate Resilient Development and experience in Solid Waste Management (Experience working with municipal corporations, government agencies, or international organizations will be an advantage)

- **Educational Qualifications:** Master's degree or equivalent post-graduate education in Planning/Engineering/Science (environmental/energy/climate change/mechanical) or allied fields.

- **Language Proficiency:** Proficiency in Gujarati, Hindi and English (spoken and written).

- **Location:** Vadodara, Gujarat

- **Type of Contract:** Full-Time Contractual Position (12 months - extendable)

- **Expected Start Date:** May 2025

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) 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.

For more information, visit https://southasia.iclei.org/

III. Function

The Senior Project Officer, based at ICLEI SA's Vadodara office, will support the implementation of diverse project activities, with a primary focus on climate resilient development, solid waste management, renewable energy and power sector. The role includes key responsibilities in project management, execution, and research. Additionally, the Senior Project Officer will coordinate daily with the Vadodara Municipal Corporation (VMC) and other relevant departments and stakeholders. This position also involves liaising with local and state government authorities, academia, civil society organizations, and other local stakeholders to facilitate project-related activities.

The Senior Project Officer will be responsible for tasks including:

Project Planning & Execution:
- Lead and oversee the implementation of multiple projects in close collaboration with the Project Manager/Reporting Manager to ensure timely completion as per the work plan.
- Provide strategic guidance and technical inputs to ensure high-quality project deliverables.

Research & Technical Analysis:
- Conduct in-depth desktop research and technical analysis on topics related to energy, climate change, solid waste management and sustainable urban development
- Independently collect, compile, and analyze data to support the development of comprehensive reports, assessments, and strategic recommendations
- Identify gaps in urban systems through a climate resilience lens and recommend appropriate mitigation and adaptation measures

Stakeholder Coordination & Policy Support:
- Identify and coordinate with key stakeholders for review, validation, and consultation on project findings and strategies
- Support city governments in advancing national and international initiatives
- Engage with municipal corporations, state agencies, academia, and civil society to facilitate project implementation and policy advocacy

Knowledge Development & Capacity Building:
- Organize and execute stakeholder consultations, capacity-building workshops, and knowledge exchange programs
- Develop training materials, technical reports, and background documents for policy recommendations and outreach

- Support the preparation of knowledge products for wider dissemination at national and international forums

Monitoring, Evaluation & Reporting:
- Track project progress, assess outcomes, and provide periodic reports on implementation status
- Summarize key findings into technical reports, presentations, and policy briefs in collaboration with the Project Manager/Reporting Officer.

Communication & Outreach:
- Develop and maintain strong relationships with city governments, partner organizations, and other key stakeholders.
- Assist in maintaining and updating content on the project website and ICLEI South Asia's communication platforms.
- Represent ICLEI South Asia in meetings, conferences, and stakeholder forums to advocate for climate-resilient urban policies and initiatives.

IV. Required Competencies:

The ideal candidate should have strong analytical, technical, and interpersonal skills to effectively contribute to climate, sustainability and solid waste projects. They should be proactive, adaptable, and capable of managing multiple responsibilities while collaborating with diverse stakeholders in a fast-paced work environment.

- Ability to work both independently and as part of a team, with a willingness to travel.
- Strong interactive and teamwork skills, with the ability to collaborate effectively in a multicultural environment.
- Proven expertise in climate change planning, data analysis, and synthesis, along with experience in preparing high-quality technical and policy documents.
- Sound understanding of solid waste management, Climate Resilient Development, Municipal Budget and policy frameworks.
- Experience in building and maintaining collaborative relationships with diverse stakeholders to achieve project objectives.
- Proactive attitude with a willingness to learn, adapt, and take on responsibilities across different environmental and development sectors.
- Ability to work efficiently under pressure and meet tight deadlines
- Strong multitasking skills, with the ability to manage multiple tasks simultaneously.
- Proficiency in MS Office (Excel, Word, PowerPoint), GIS mapping, and other relevant analytical tools.

V. Contact Information

Interested candidates are requested to mail their CVs (mentioning the job code in subject line) along with a one-page note describing suitability for the position and two references on Email: iclei-southasia@iclei.org and ankit.makvana@iclei.org

ICLEI-Local Governments for Sustainability, South Asia
C-3, Lower Ground Floor Green Park
Extension New Delhi - 110016 India
Website: http://southasia.iclei.org/

Application Deadline: *Open until the position is filled*