

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

### **VACANCY ANNOUNCEMENT:**

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

##### **Knowledge Management Expert - URBAN – 1 Position**

**Job Code: ICLEI/Shillong/2025-08/KME/U**

#### **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**

#### **Knowledge Management Expert - URBAN – 1 Position**

**Supervisor:** Associate Director / Manager

**Duty Station:** Shillong, Meghalaya, India

**Type of Contract:** Contractual (18 months)

#### **Functions:**

The role involves supporting research, documentation, and knowledge management under the MECDM program. Responsibilities include preparing project documents such as feasibility reports, detailed project reports, tender documents, and training modules. Additionally, it provides implementation support for key activities and events coordinated by the Technical Support Unit (TSU).

- Undertake detailed research on project activities.
- Support and document the process and best practices followed in institutionalizing policies, guidelines, plans, procurement documents.
- Undertake creation and dissemination of knowledge products under the MECDM program.
- Undertake the preparation of project documents, including feasibility reports, detailed Project Reports, tender documents, progress report, capacity building, and training modules.
- Provide support to TSU in knowledge dissemination, and implementation of various activities, events etc.

#### **Competencies and Abilities:**

- Excellent communication skills and ability to collaborate with different stakeholders.
- Knowledge and experience of government systems.
- Ability to work in a high pressure setting with diverse stakeholders.
- Strong research skills at both primary and secondary levels of research which 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-solve 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, and any other tools).
- Be able to work independently & as part of a team and willing to travel throughout India.
- Knowledge of documentation & preparation of case studies for training & capacity building programmes.
- Enthusiastic attitude and willingness to learn, adapt and take on a wide range of responsibilities across different urban subject areas.

- Ability to handle multiple tasks simultaneously.
- Ability to manage tight deadlines.
- Methodical and organized approach and working style.
- Good eye for visual aesthetics desirable.

**Languages:**

- Excellent spoken and written skills in English & Hindi. Fluency in local language is preferred and proficiency in any other language is an added advantage.

**Education:**

- Master's degree in Mass Communication or Journalism or Public Policy.

**Experience:**

- 5 years of experience in curating and maintaining a centralized knowledge repository to ensure data accuracy and accessibility.

**IV. General Information and Contact Information:**

- Interested candidates are requested to submit CV (mentioning the job code- **ICLEI/Shillong/2025-08/KME/U** in subject line) along with one-page note describing your suitability for the position and two references.
- Submit your applications to [simran.kaur@iclei.org](mailto:simran.kaur@iclei.org)
- 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.
- Remuneration will commensurate with qualification and experience.

**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: [simran.kaur@iclei.org](mailto:simran.kaur@iclei.org) Website:  
<http://southasia.iclei.org/>

**Closing Date: *Open until the position is filled.***