

ICLEI -Local Governments for Sustainability, South Asia

VACANCY ANNOUNCEMENT:

I. Position Information

Policy Specialist- URBAN – 1 Position

Job Code: ICLEI/Shillong/2025-08/PS/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

Policy Specialist - URBAN – 1 Position

Supervisor: Associate Director / Manager

Duty Station: Shillong, Meghalaya, India

Type of Contract: Contractual (18 months)

Functions:

The role involves leading policy alignment and development for Early Childhood Development (ECD) in Meghalaya, ensuring consistency with national and state frameworks. The position requires conducting policy reviews, identifying gaps, and supporting the creation of operational guidelines and policy briefs. It includes capacity building for stakeholders, technical support to government leadership, and fostering collaboration across sectors to strengthen ECD implementation and outcomes.

- Lead role and responsibility in ensuring program alignment with relevant ECD framework, guidelines & policies (National & State).
- Conduct policy landscape review, identify gap and opportunities in existing ECD frameworks, guidelines & policies in the State of Meghalaya.
- Support in the development of relevant ECD operational guidelines, SOPs, and policy frameworks through consultative and iterative processes.
- Develop policy briefs, reports, and knowledge resources to inform decision-making.
- Develop evidence-based relevant policy inserts and recommendations to strengthen ECD components in Meghalaya's State ECD Mission.
- Build the capacity of state-level officials and relevant stakeholders in integrating ECD-friendly policies.
- Support MECDM to strengthen and implement the revised Meghalaya ECD policy and related frameworks.
- Provide technical support to MECDM leadership in revising and rolling out updated ECD policies and programs.
- Support MECDM in collaboration with government departments, civil society organizations, and development partners to support policy implementation.
- In coordination with MECDM team conduct periodic assessments and reviews of the program progress to track policy outcomes.
- Document best practices and learning from pilot interventions to inform policy scale-up.
- Knowledge Development and Exchanges around policies, framework and advisory guidelines on parents' wellbeing and early childhood development for key stakeholders, and contribute to knowledge resources for the proposed child development centre in Meghalaya.
- Undertake additional assignments, which may be assigned from time to time by the reporting manager and authority.

Competencies and Abilities:

- Demonstrated ability to work in a multi-disciplinary team environment.

- 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 work under tight deadlines and under pressure.
- Ability to handle multiple tasks simultaneously.
- 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 Economics or Public Policy or in a related discipline.

Experience:

- 10 years of experience at the national or State level in policy dialogue, formation and advocacy.
- Experience in providing Policy Specialist services and establishing inter-relationships among national government and state governments.
- Extensive experience in research, policy analysis and advocacy, design, monitoring and evaluation of development projects.

Preferred Experience:

- Experience in working in National level/State level technical support unit/project management consultancy, PMDC etc.
- Experience in working in hilly geographies.
- Experience in working with multilingual state.
- Experience in working in tribal and rural areas in the country.
- Additional 5 years of relevant experience will be an advantage.
- Handling of web-based management systems, and advanced programmes for statistical analysis of data.

IV. General Information and Contact Information:

- Interested candidates are requested to submit CV (mentioning the job code- **ICLEI/Shillong/2025-08/PS/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
- 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.

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Closing Date: *Open until the position is filled*