

ICLEI -Local Governments for Sustainability, South Asia

VACANCY ANNOUNCEMENT:

I. Position Information

Social Behaviour Communication Change and Capacity Building Expert - URBAN – 1 Position

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

Social Behaviour Communication Change and Capacity Building Expert - URBAN – 1

Position

Supervisor: Associate Director / Manager

Duty Station: Shillong, Meghalaya, India

Type of Contract: Contractual (18 months)

Functions:

The role leads the design and implementation of Social and Behaviour Change (SBC) initiatives through evidence generation, data analysis, and community engagement. It involves conducting rapid assessments, mapping behavioural indicators, and creating district-level dissemination strategies. The position also supports the development of behavioural interventions, training modules, and monitoring and evaluation (M&E) frameworks.

- Lead role and responsibility of the generation and utilization of research, data, and evidence to inform the design, measurement, and monitoring of SBC programs and outcomes.
- Responsible for the designing, planning and implementation of SBC activities that are backed by social and behavioural evidence and strong engagement and participation mechanisms.
- Responsible for conducting rapid assessment study to assess existing parenting practices, with the aim of identifying existing motivators and barriers towards positive parental well-being and responsive caregiving across 2 pilot district of Meghalaya.
- Responsible for identifying and mapping key behavioural change indicators, outputs and outcomes.
- Prepare pilot district level behavioural dissemination strategy.
- Create implementation plan for targeted behavioural elements, including formative research, design, and testing of behavioural interventions.
- Responsible for successful execution of the implementation plan and dissemination strategy.
- Responsible for the planning and execution of different events and campaigns.
- Responsible for conducting SBC training, knowledge management, design and development of capacity building modules etc.
- Support in the creating monitoring and evaluation mechanism for targeted behaviour indicators under various projects of Pilot program.
- Monitor various media activities.
- Document best practices and learning from pilot interventions to inform policy scale-up.
- 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:

- Strong analytical and communication skills: can extract/synthesize and deliver key messages to different audiences and develop materials to deliver key messages.
- Knowledge and experience of government systems and procedures.
- Ability to work in a high pressure setting with diverse stakeholders.
- Strong research skills at both primary and secondary levels of research are necessary. Prior involvement in research-based projects and assessments is expected.
- 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 Behavioural Science or Behavioural Psychology or Anthropology or Mass Communication, or Social Work.

Experience:

- 7 years of experience in behavioural change strategy formulation, community mobilization, planning and execution of IEC campaign and as well as competence in government projects and urban and rural sector issues.
- Extensive experience in conducting training, knowledge management, design and development of capacity building modules etc.
- Extensive experience in designing and supporting implementation of communication strategy at state level and district level.

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 with tribal, rural sectors.
- Experience of working in tribal and rural areas in the country.

IV. General Information and Contact Information:

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

ICLEI-Local Governments for Sustainability, South Asia

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Closing Date: *Open until the position is filled*