

ICLEI -Local Governments for Sustainability, South Asia

VACANCY ANNOUNCEMENT:

I. Position Information

State Program Manager - URBAN – 1 Position

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

State Program Manager - URBAN – 1 Position

Supervisor: Associate Director / Manager

Duty Station: Shillong, Meghalaya, India

Type of Contract: Contractual (18 months)

Functions:

The role involves overall management of State and District technical support units, ensuring effective program implementation and achievement of key deliverables. It requires coordination with stakeholders, overseeing reporting, and support to program governance structures. The position also leads integration of the Paalan ECD Call Centre and contributes to the Theory of Change and MEL framework. Additional responsibilities may be assigned to support program goals.

- Overall management and establishing full functionality of State technical support unit and District unit as planned and ensuring program triggers are met.
- Establishing clear working relationship with key stakeholders at State and District level and ensuring flow of information, discussions and feedback among the various stakeholders of the program.
- Ensuring setting up of all Committees and providing sufficient technical and managerial support to efficiently manage program implementation.
- Responsible for all the activities mentioned in the scope of work under the partnership.
- Lead responsibility to pilot an integration of Paalan ECD Call Centre features and services with the existing ECD helpline for coaching support to pregnant women and parents with children between 0-5 years of age.
- Facilitation in preparation and implementing of the Theory of Change & Monitoring, Evaluation and Learning framework.
- Periodic reporting of the overall performance of program to Steering committee.
- Responsible for all overall reporting as required by the MECDM.
- Support in convening meeting of the State Level Steering and Approval Committee and putting forth issues to be decided upon from time to time during the implementation of the program.
- All other matters relating to the implementation of the program at the state level.
- Assigning responsibilities to all the Managers as specified and additional implementation of the program.
- Undertake additional assignments, which may be assigned from time to time by the reporting authority.

Competencies and Abilities:

- Experience in managing and implementation of the State level programs.
- Extensive experience and in-depth knowledge in implementing state level/national level programme

- Ability to work in a high pressure setting with diverse stakeholders.
- Knowledge and experience of government systems and procedures.
- Strong research skills at both primary and secondary levels of research 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 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:

- Post Graduate in Business Management or Social Work or Public Policy & Sustainable development or Governance and Leadership or Economics.

Experience:

- 15 years of experience with minimum 10 years in managing technical support units/ project management units of relevant, post qualification, professional experience.
- Proven experience in leading large teams (10-15 members). Experience as team leader/ deputy team leader for minimum 3 projects.

Preferred Experience:

- Experience in developing and implementing robust MEL framework
- Experience in working in hilly geographies.
- Experience in working with multilingual state.
- Experience in working with tribal, rural sectors.
- Experience in 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/SPM/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 till the position filled*