

ICLEI - Local Governments for Sustainability, South Asia

VACANCY ANNOUNCEMENT

I. Position Information:

- **Job Title:** Project Associate/Project Officer – Biodiversity (2 positions)
- **Job Code:** PA/PO_Biodiversity_NewDelhi/Kolkata_November2025
- **Reports to:** Associate Director-Biodiversity
- **Location:** New Delhi and Kolkata, India
- **Type of Contract:** Contractual (12 months – extendable)
- **Closing Date:** December 05, 2025
- **Note:** Please specify the location you have applied for in the subject line of your application.

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 mobility, built environment, climate change, energy efficiency, renewable energy, sustainability management, water, green growth among others are executed by ICLEI South Asia through support from various donors (such as IKI, Clean Air Fund, 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 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 other. For more information, visit <https://southasia.iclei.org/>

III. Function

The Biodiversity team is currently working on several projects. These include projects focusing on establishment of food gardens, canal restoration, development of City Biodiversity Index, People's Biodiversity Register, Local Biodiversity Strategy and Action Plan, Biodiversity Communication, among others. The advertised positions will majorly contribute to the project on food gardens.

The selected candidate(s) will support:

- On-ground planning and coordination of the work involving development of urban food gardens in municipal/government schools.
- Support on-ground execution of development of food gardens.
- Coordination between schools and other relevant stakeholders.
- Undertake monitoring of the plantation in each food garden.
- Plan plantation in each garden in a manner that the garden provides produce throughout the year.
- Undertake engagement activities with school children in a manner to connect them better with the food garden.
- Support in documenting biodiversity in each of the project schools.
- Assist in compiling and preparing project presentations.
- Provide support and assistance in all aspects related to organizing and executing project events such as training programmes and workshops.
- Assist with developing and maintaining content for project website, and keeping project information updated on the ICLEI South Asia and related websites.
- Ensure close co-ordination with local governments/executing agencies, support provision of top-quality services and facilitation of knowledge building and management.
- Undertake project related travel, as and when required.
- Provide project updates to managers or superiors on a daily basis.

Mandatory Qualifications:

Experience:

1-2 years of relevant, post qualification, professional experience in the agriculture/ other relevant sector.

Education:

Graduation or Masters in Agriculture/ Horticulture/ Forestry/ Biodiversity Conservation

Language:

- Advanced proficiency in English (Read/Write/Speak)
- Advanced proficiency in Hindi (Read/Write/Speak) for Delhi position
- Advanced proficiency in Bengali (Read/Write/Speak) for Kolkata position

Rated Qualification:

Competencies:

- Have an educational background in agriculture/biodiversity conservation/ natural resources management.
- Have prior experience of developing and maintaining agriculture farms/food gardens.
- Full familiarity with relevant computer applications (MS Office, GIS, and analytical software).
- Experience in GIS and ability to support mapping exercises will be an additional asset.
- Have experience in undertaking extensive field work.
- Undertake taxa-based biodiversity surveys.
- Have interest/command over identification of at least one taxa.

- Be able to support and carry out relevant data collection, secondary literature review for project reports.
- Be able to work independently and pro-actively.
- Have an ability to work under tight deadlines and under pressure.
- Have an ability to handle multiple tasks simultaneously.
- Have an enthusiastic attitude and willingness to learn, adapt and take on a wide range of tasks.
- Owning a two-wheeler along with a two-wheeler driving license will be an added advantage.

Desired Competency:

- Have good understanding of issues pertaining to agriculture in India.

IV. Submission Details:

- Interested candidates are requested to email their CV (mentioning the job code in subject line), along with a one-page note describing suitability for the position and two references.
- Email your applications to: monalisa.sen@iclei.org and 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.

V. Contact Information:

ICLEI-Local Governments for Sustainability, South Asia

C-3, Lower Ground Floor Green Park Extension New Delhi - 110016 India

Website: <http://southasia.iclei.org/>

VI. Closing Date:

The application deadline is December 05, 2025 (IST). Hence, interested candidates are encouraged to apply at the earliest.