

ICLEI - Local Governments for Sustainability, South Asia

VACANCY ANNOUNCEMENT:

I. Position Information

- **Job Title:** Project Associate, Biodiversity (1 position)
- **Job Code:** PA_Biodiversity_Ichalkaranji_June 2026
- **Reports to:** Associate Director
- **Location:** Ichalkaranji (Maharashtra), India
- **Type of Contract:** Full Time Employee
- **Duration:** One Year, with possibility of extension
- **Expected Start Date:** Immediately
- **Application Closing Date:** 20th June 2026

II. Organizational Context

ICLEI - Local Governments for Sustainability is the leading global network of more than 1,750 cities, towns and regions committed to building a sustainable future. By helping our Members to make their cities sustainable, low-carbon, resilient, biodiverse, resource-efficient, healthy and happy, with a green economy and smart infrastructure, we impact over 25% of the global population. ICLEI works with local governments through international performance-based, results-oriented campaigns and programs.

ICLEI's South Asia secretariat is presently operating from New Delhi, India. 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 help 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
- urban biodiversity
- water and air pollution
- waste management
- energy
- built environment
- sustainable transportation
- disaster management
- environmental management systems

Projects related to thematic areas of urban biodiversity, energy efficiency, renewable energy, climate change, mobility, built environment, sustainability management, water, green growth etc are executed by ICLEI South Asia through support from several donors (BMUV, British High Commission, European Commission, GIZ, SHAKTI Foundation, Rockefeller Foundation, USDOS, USAEP, USAID, etc) and ministries in Government of India and various state government funding sources.

III. Details of main projects to be involved with

The Biodiversity team is working on several projects. These include projects focussing on development of City Biodiversity Index, People's Biodiversity Register, Local Biodiversity Strategy and Action Plan, Biodiversity Communication, GIS based Maps, Ecosystem Service Assessments, Policy inputs, Tree Census as well as on ground implementation. The present position will contribute primarily to the tree census work.

Functions

The selected candidate will be based in Ichalkaranji and work to support the execution of the project on tree census. The work will involve:

- Physically mapping each tree in the city
- Measuring parameters like GBH, height, canopy for each tree along with tree identification and entering the same in a prescribed format
- Measuring the parameters for 300-350 trees per day
- Assist in compiling and preparing research reports and 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, if required
- Provide project updates to managers or superiors on a regular basis

Competencies

Candidate should:

- Have an educational background in botany/ biodiversity conservation/ natural resources management
- Have excellent language skills:
 - English language skills - both spoken and written;
 - Hindi language skills- both spoken and written
 - Marathi language skills- both spoken and written will be an asset
- Prior experience in tree census will be an advantage
- 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

In addition

- Have good understanding of issues pertaining to biodiversity conservation, ecosystem services and natural resources management and how they affect/impact India
- Understanding of administrative, technical and political background of urban areas in terms of biodiversity conservation, ecosystem services, climate change in India

Recruitment Qualifications

Bachelors or Masters in Botany/ Ecology/ Biodiversity Conservation/ Environmental Sciences/ Forestry

Experience

1-2 years of relevant, post qualification, professional experience at organisation (s) working in the biodiversity conservation sector in a similar capacity. Freshers are also encouraged to apply

Computing Skills

Use of MS office, GIS, analytical software

IV. Please Apply:

Interested candidates are requested to submit CV (along with one-page note describing your suitability for the position and two references) by email to iclei-southasia@iclei.org; monalisa.sen@iclei.org and Khushboo.nagar@iclei.org