

ICLEI - Local Governments for Sustainability, South Asia
VACANCY ANNOUNCEMENT

I. Position Information:

- Specialization/Expertise: Building Energy Modelling Expert (2 positions)
- Job Code: BEME-Hyderabad and Vijayawada_July, 2026
- Reports to: Director and Program Coordinator – Energy & Climate
- Location: Hyderabad (1 position) and Vijayawada (1 position), India
- Type of employment: Full-time
- Expected Start Date: August 17, 2026
- Closing Date: Open until filled

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) 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. Function:

The Building Energy Efficiency Modelling, based in Hyderabad and Vijayawada, will support the implementation of project activities, with a primary focus on conducting design reviews through modelling and simulation for climate responsive high-performance buildings. The role also includes undertaking stakeholder engagement with various city/state-level authorities to understand and support requirements for technical assistance, project pipeline mapping, execution of demonstration projects, effectively aligning with objectives and deliverables, and reporting requirements of ICLEI South Asia's project and program.

Mandatory Qualifications:

Education: Bachelor's degree in architecture, engineering (civil or mechanical) with proven experience in building energy modelling is mandatory. Master's degree in environmental design/architecture, engineering in civil/mechanical is desirable.

Required professional Experience:

- At least 4 years and above demonstrated experience in conducting building energy modelling and associated daylight, thermal comfort and CFD analysis using appropriate tools for various building typologies covering public/institutional buildings, residential and non-residential buildings.
- Understanding of governing urban planning and development control regulations as well as building codes such as ECSBC and EnS, ECBC, GRIHA, IGBC or other green building rating systems. Experience in lifecycle cost analysis for low embodied carbon building envelop will be an advantage.
- Experience in application of state/city level building regulations, climate responsive buildings-centric policies and plans etc. to assess potential for integrating climate resilience measures.
- Exposure to design and implementation of government-led projects including affordable housing, community-centric initiatives for institutions such as PWD, housing authorities, smart city offices, urban local bodies in different climatic zones will be an advantage.
- Experience in designing and performance monitoring of buildings (new and existing) with focus on improving building energy and thermal performance through right design approach, passive cooling solutions, building envelope retrofitting, energy efficiency and renewable energy measures.
- Experience in preparing training modules, guidelines, and knowledge materials covering aspects on building energy performance covering above mentioned aspects will be an advantage.
- Certification from green building rating systems (IGBC, LEED, GRIHA, EDGE) will be an asset.
- Expertise in MS office tools and building energy modeling tools (Energy Plus, eQUEST, CLIMATESTUDIO/ OpenStudio, Design Builder etc.) and CFD analysis is necessary.

Required Competencies:

- Ensure timely completion of project activities as per the work plan in close collaboration with the Vertical Head and Project Manager, in alignment with public department counterparts.

- Independently collect, compile, and analyze data to support the development of comprehensive reports, assessments, and strategic recommendations.
- Identify and coordinate with key stakeholders for review, validation, and consultation on project findings, and effectively integrate into the work-plans to meet project objectives and goals.
- Support Project Manager in documenting stakeholder consultations, project progress tracking, assess outcomes, and reporting accordance with project reporting guidelines.
- Develop training modules, technical reports, and knowledge materials for training state and city level public and private stakeholders covering technical as well as policy recommendations and outreach.
- Represent ICLEI South Asia in meetings, conferences, and stakeholder forums to advocate for climate/heat-resilient urban policies and initiatives.
- Travel within India as required for conducting stakeholder consultations, relevant conferences and events.

Language: Excellent proficiency in spoken and written English language is mandatory. Fluency in reading, writing, and speaking in Hindi is essential and in Telugu is desirable.

Submission Details:

- Interested candidates are requested to apply through this Google form: <https://forms.gle/qqhf1cgVRHTk37D96>
- 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.
- ICLEI South Asia is an employer that does not tolerate any form of sexual misconduct. Selected candidates will undergo background checks. Protection from Sexual Exploitation and Abuse (PSEA) is the responsibility of everyone, and all selected candidates will be required to always comply with the organization's PSEA Policy.
- Remuneration will be commensurate with qualification and experience.

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/>

IV. Closing Date:

Position will be open until filled. Interviews will be conducted on rolling basis, and the position will be filled as soon as there is a right match. Interested candidates are encouraged to apply at the earliest.