

ICLEI - Local Governments for Sustainability, South Asia
VACANCY ANNOUNCEMENT

I. Position Information:

- **Job Title:** City Associate (1 Position) and Project Officer (1 position)
- **Job Code:** CA/PO_Leh and Shimla_September2026
- **Reports to:** Senior Manager-Urban and Associate Director-Urban
- **Location:** Shimla and Leh, India
- **Type of employment:** Contractual- Fixed term (till August 2028)
- **Expected Start Date:** Immediate
- **Closing Date:** Open until recruited

Please Note: **Candidate's designation will be decided in accordance with the credentials submitted.**

II. Organisational 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, and 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:

- Clean Transport
- Air Quality
- Climate Change
- Water and Air Pollution
- Waste Management
- Renewable Energy and Energy Efficiency
- Built Environment
- Disaster Management
- Environmental Management Systems

Projects related to thematic areas of energy efficiency, renewable energy, climate change, Clean 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:

Based in Leh, the candidate will support the implementation of PM-eBus Sewa activities in Ladakh, focusing on electric bus deployment, depot and charging infrastructure, and overall project coordination. The role will involve working closely with the UT Administration, Power Department, SIDCO, PWD, ULBs,

transport agencies and other stakeholders to support project implementation. The candidate will also engage with local citizens and communities to understand on-ground requirements and concerns. The role will require supporting route and fleet assessments, planning depot and charging infrastructure, coordinating power and civil infrastructure requirements, and following up on implementation issues to ensure timely delivery of project activities.

The candidate, based in Shimla, will support the implementation of project activities in Himachal Pradesh, with a primary focus on electric mobility, EV charging infrastructure and fleet transition. The role will involve working closely with State government departments, urban local bodies, utilities and other ecosystem stakeholders, as well as international development partners, for project execution. The role requires stakeholder engagement to understand requirements, support technical assessments and project pipeline development, facilitate implementation of proposed interventions, and ensure alignment with project objectives, deliverables and ICLEI South Asia's reporting requirements.

Mandatory Qualifications

Education: Master's degree in transportation planning, urban planning, environmental studies or a related field.

Required Professional Experience:

- 2-3 years of relevant experience in transport planning, public transport planning, Electric mobility, EV Charging infrastructure, bus operations or sustainable mobility, energy or sustainable transport.
- Experience in bus route planning, fleet planning, service planning and assessment of public transport operations.
- Experience in assessing EV charging demand, charging locations, power requirements, grid connectivity and charging infrastructure planning.
- Experience in technical assessments, feasibility studies, baseline assessments and/or action planning for electric mobility projects.
- Experience reviewing national and State policies, regulations, standards and institutional frameworks related to EVs, charging infrastructure and sustainable transport.
- Understanding of EV charging technologies, charging standards, electricity infrastructure and different charging/business models is an advantage.
- Understanding of bus operations, including route rationalisation, scheduling, fleet requirements, depot planning and operational efficiency.
- Experience working with government departments, ULBs, utilities, transport agencies and other stakeholders is preferred.
- Experience in collecting and analysing transport and operational data to support route, fleet and service planning.
- Experience working with public transport agencies, government departments, bus operators and other transport stakeholders.
- Experience in field assessments and understanding on-ground operational issues related to public transport and bus services.
- Experience supporting electric bus deployment, including assessment of depot, charging and power requirements, will be an advantage.
- Exposure to PM-eBus Sewa or similar electric bus programmes will be an advantage.
- Experience coordinating with multiple stakeholders, including government departments, Power Department, PWD, SIDCO and local stakeholders, for project implementation.
- Experience in data collection, analysis and preparation of technical reports, presentations, policy notes and project proposals.

- Strong MS Office skills, particularly Excel, Word and PowerPoint. Knowledge of transport planning, GIS or data analysis tools will be an advantage.
- Willingness to undertake frequent field visits and work in remote and challenging conditions.

Required Competencies

- Support and ensure timely implementation and completion of assigned project activities in coordination with the Project Manager and government counterparts.
- Collect and analyse transport and operational data to support route, fleet, service and depot planning.
- Independently collect, compile and analyse data to support assessments, technical reports and project recommendations.
- Identify relevant stakeholders and coordinate consultations for review and validation of project findings and recommendations.
- Support preparation of work plans, tracking of project progress and reporting as per project requirements.
- Support preparation of technical reports, policy notes, case studies, presentations and other knowledge materials.
- Support stakeholder consultations, workshops, training programmes and other project events.
- Coordinate with State departments, ULBs, utilities, transport agencies, private sector and other ecosystem stakeholders.
- Support development and implementation of EV charging and fleet transition initiatives.
- Travel within Himachal Pradesh and India as required for field assessments, stakeholder consultations and project activities.
- Support assessment of bus routes, fleet requirements, scheduling, depot requirements and public transport operations.
- Coordinate with the UT Administration, Power Department, SIDCO, PWD, ULBs, transport agencies and other relevant stakeholders.
- Engage with local citizens and communities to understand public transport needs and on-ground issues.
- Support electric bus deployment, including depot, charging and power requirements.
- Prepare technical reports, assessments, presentations and implementation plans, and support project tracking and reporting.
- Conduct field visits and support resolution of operational and infrastructure-related issues.

Language:

Excellent proficiency in spoken and written English is mandatory. Fluency in Hindi is required; knowledge of local Himachali languages will be an added advantage for the Shimla position, while knowledge of Ladakhi/Bhoti will be an advantage for Leh position.

Submission Details:

- Interested candidates are requested to apply through this Google form link: <https://forms.gle/gj5Qb6NVShjXQPqh7>
- 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.