

ICLEI - Local Governments for Sustainability, South Asia

VACANCY ANNOUNCEMENT

I. Position Information:

- Job Title: City Associate/Senior Project Officer (1 position)
- Job Code: CA/SPO_Nagpur_September2026
- Reports to: Program Coordinator – Energy & Climate
- Location: Nagpur, India
- Type of employment: Full-time employee
- Expected Start Date: Immediate
- Closing Date: Open until recruited

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, GLZ, 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 candidate, based in Nagpur, will support the implementation of project activities, with a primary focus on climate-responsive, heat-resilient urban planning, and high-performance buildings. This role includes working primarily with government departments along with international development partners for project execution. The role requires extensive stakeholder engagement with various city-level authorities to understand and support requirements for proposed 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 programme.

Mandatory Qualifications:

Education: Master's degree in civil engineering, architecture, urban planning, urban design, regional planning, or a related field.

Required professional Experience:

- Up to 3-4 years of experience in civil engineering, architecture, master planning or land use planning, spatial analysis, exposure to mid-to-large-scale government infrastructure projects, and development control norms.
- Experience in reviewing relevant national and state policies, region-specific masterplans, zoning ordinances, state/city level building regulations, climate-centric policies and plans, etc., to assess potential for integrating climate resilience measures.
- Understanding of governing urban planning and development control regulations as well as building codes such as ECSBC and Green Building rating systems will be an asset.
- Understanding of passive building and neighborhood design principles, undertaking climate-risk vulnerability assessments, urban heat island analysis, integration of nature-based or heat resilience solutions (blue-green cover, heat-reflective materials, etc.) in master plans, development control norms, or local area plans.
- Exposure to climate-responsive design and execution of government-led projects including public infrastructure, affordable housing, public spaces in different climatic zones is an advantage. Experience in improving building energy and thermal performance through right design approach, passive cooling solutions, building envelope retrofitting, energy efficiency and renewable energy measures.
- Expertise in MS Office tools is mandatory, and desired in spatial planning and energy modelling tools such as EnviMET, Rhino, Grasshopper, EnergyPlus, OpenStudio, and geographical information systems.

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.
- Support for preparation of knowledge materials training modules, case studies, technical guidelines, for training state and city level public and private stakeholders.

- Represent ICLEI South Asia in meetings, conferences, and stakeholder forums to advocate for climate/heat-resilient urban policies and initiatives.
- Travel within Maharashtra and India as required for conducting stakeholder consultations, relevant conferences and events.

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

Submission Details:

- Interested candidates are requested to apply through this Google form link: <https://forms.gle/5kZRxtiFpDn8KDmy7>
- 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.
- **Candidate's designation will be decided in accordance with the credentials submitted.**

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.