

# ICLEI -Local Governments for Sustainability, South Asia

## VACANCY ANNOUNCEMENT:

*Please respond by 28 July 2023*

### I. Position Information

#### A. Senior Manager / Programme Coordinator – Energy & Climate – 1 Position (Job Code: [ICLEI-SM/PC-D-07/23-24-001](#))

### 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, USAID) 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, and deliver capacity building and knowledge transfer, among others.

### III. Position Description

#### Senior Manager / Programme Coordinator – Energy & Climate (1 Position)

**Supervisor:** Deputy Director, Delhi  
**Duty Station:** Delhi, India  
**Type of Contract:** Full-Time Employee

**Functions:** The Senior Manager/Programme Coordinator will work with the Energy & Climate team on wide-ranging project activities, and support the team by assuming responsibility for various tasks related to project management, implementation, and research.

- Lead assigned projects related to renewable energy, energy efficiency, and climate planning and mitigation action, including technical execution of projects and management of project execution. Tasks include preparation and monitoring of the implementation of work plans, the technical design of interventions, sub-contract management, and project reporting (both narrative and financial, with support from the finance team)
- Prepare technical and financial proposals and enhance the portfolio of projects in the energy and climate change space
- Supervise assigned team, to ensure quality and timely deliverables
- Design and conduct technical workshops, as may be required
- Support the Deputy Director in business development and project management
- Undertake necessary research and perform requisite technical analysis, as required
- Develop and maintain relationships with partner organisations and clients
- Coordinate with city government agencies, project partners, and stakeholders (including donors, government departments and ministries, industry associations, civil society etc.) for project-related activities, event-related activities, etc.
- Provide support and assistance in all aspects related to organizing and executing project events
- Project-related travel as needed, including representing the team and organisation
- Flexibility to work on new initiatives and areas

#### Competencies

- Good understanding of energy security, power sector, building energy efficiency, renewable energy, sustainable energy policy, climate change, and sustainability issues in the Indian and global context
- Experience working in subject areas related to renewable energy/energy efficiency/battery energy storage systems and climate change
- Excellent report writing, communication and IT skills

- Strong analytical and computational skills to undertake policy & regulatory review, baseline assessments, action planning, technology evaluation, cost-benefit analysis etc. Competency in financial analysis and structuring of projects is an added advantage
- Methodical and organized approach and working style
- Ability to handle multiple tasks simultaneously
- Ability to work independently, as a team member, and competency in leading a team.
- Willingness to travel frequently
- Interpersonal skills to work and collaborate with a range of partners
- Enthusiastic attitude and willingness to learn, adapt and take on a wide range of responsibilities across different energy and climate change subject areas
- Full familiarity with relevant computer applications ((MS Excel, Word, PowerPoint, any other technical tools and applications)

**Languages:**

- English (excellent spoken and written) and Hindi. Proficiency in one other Indian language is desired

**Education:**

- University degree in Engineering and completion of other relevant post-graduate education in Planning / Engineering (environmental/energy/climate mitigation/electrical/mechanical) or allied fields.

**Experience:**

- 10 to 12 years of relevant, post-qualification, professional experience in the Renewable Energy/Energy Efficiency fields

## **IV. Contact Information:**

Interested candidates are requested to submit CV (mentioning the job code in subject line) along with a one-page note describing your suitability for the position and two references.

**ICLEI-Local Governments for Sustainability, South Asia**

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**Closing Date: 28<sup>th</sup> July 2023**