VACANCY ANNOUNCEMENT

(On behalf of “CapaCITIES Project” supported by Swiss Agency for Development and Cooperation (SDC) and placed at National Institute of Urban Affairs (NIUA), New Delhi)

Please respond by: 06 June 2020

I. Position Information
A. “National Project Coordinator - CapaCITIES project at NIUA” – (1 Position)

II. Organizational Context
A project consortium comprising South Pole Group (Switzerland), ICLEI - Local Governments for Sustainability, South Asia (ICLEI SA), and econcept (Switzerland) are implementing the Capacity Building for Low Carbon and Climate Resilient City Development in India (CapaCITIES) project funded by the Swiss Agency for Development and Cooperation (SDC). The project’s phase II (2019 – 2023) will focus on (1) mainstreaming climate change mitigation and adaptation into development policies at the city level, (2) support the city authorities in the formulation and implementation of integrated action plans and measures across priority sectors, sharing experiences with other cities, and (3) provide technical support for pilot and long-term bankable projects. The implementation of the project is been undertaken by National Institute of Urban Affairs (NIUA) is the knowledge partner to the project.

The Ministry of Housing and Urban Affairs (MoHUA) is, through NIUA, convening a ‘Climate Smart Cities Alliance’ for a collaborative effort at all levels of government and among all stakeholders to implement climate action in Indian cities. The alliance aims to broad base a city’s efforts towards climate awareness, planning & action, and ensure its overall sustainability for posterity. Improvements in the assessment would be a by-product of such an endeavour. Also, the NIUA is establishing a Climate Centre for Cities (C - Cube), with a mandate to conduct training programmes, develop tools, methodologies and guidelines and provide technical leadership to support 500 more cities on the Climate-Smart Cities Assessment Framework (CSCAF).

The CapaCITIES project through its IA, will actively engage with the C - Cube initiative of NIUA with an aim to disseminate the outputs of the project to all the 500 cities targeted under the initiative. All the climate action planning tools and methodologies, and project finance structuring and evaluation toolkits will be provided to NIUA for further adaption and dissemination at the national level and further use in the training programmes that would be conducted by NIUA. To this end, the project intends to hire a senior resource person for the position - “National Project Coordinator - CapaCITIES project at NIUA”.

The position is valid for a period of 3 years, starting August 2020 until September 2023. Details of the role and required qualifications are to be found below.
III. Position Description

**Supervisor:** Director, NIUA, Delhi (or his representative) and Deputy Director, ICLEI South Asia, Delhi  
**Duty Station:** NIUA, Delhi, India (representing the CapaCITIES project)  
**Type of Contract:** Full Time Employee for 3 years (August 2020 to September 2023)

The “National Project Coordinator - CapaCITIES project at NIUA”, role would be a fixed-term three-year contractual position based at NIUA office, New Delhi. The candidate is expected to widely disseminate tools and outputs developed under the CapaCITIES program at national and international platforms. This position is responsible for promotion of the outcomes of CapaCITIES project at various state and national forums. The position will also have a role in coordination and gather data and information from project stakeholders. Further, the candidate would extensively work with the C³ program of NIUA. The coordinator shall also support other activities for NIUA as specific needs arise dependent on availability.

The other part of the position (approx. 20%) would be responsible for the overall coordination between Central Ministers and allied agencies at the national level and the CapaCITIES project team. This part of the job will mainly focus on complementing activities between the CapaCITIES program and National Agencies to ensure a larger project impact is achieved.

**Key tasks and responsibilities**

A. Project Coordination and Dissemination

- Assist NIUA in organising advisory committee meetings (one per year);
- Preparation of knowledge products including presentation, case studies, toolkits for best practices, learnings, climate action planning, and finance-related learnings developed under CapaCITIES program basis information provided by project implementation agencies.
- Responsible for the dissemination of above-prepared knowledge products at national and international platforms through NIUA and other agencies.
- Responsible for the communications activities (at various state and national government forums) related to project promotion (eg. creation of content, snippets, bites) basis guidance provided by implementation agencies.
- Organization of Best Practices Workshops/Training Programmes including planning, management, and development of content and tools to be disseminated during the workshops in line with the guidance provided by implementation agencies.
- Assistance in conducting policy dialogues upon request of the project team with relevant central ministries, state government and agencies and preparations of guidance notes in coordination with the project team.
- Preparation of inputs for promoting CapaCITIES project cities, tools, learning, and outcomes at various international events and forums in which NIUA participates.
- Conduct Funnel Meetings between the CapaCITIES project team and the NIUA C³ team to share and co-create climate change tools, research, and projects.
- Supporting implementation agencies (where appropriate for the project) creating deliverables and reports.
- Travel to the partner states and cities to undertake tasks related to the project and participation in project meetings/discussions through the project period.
- Any other tasks as directed by SDC, IA and NIUA.
B. Coordination with C-Cube initiative of NIUA

The CapaCITIES project coordinator will support dissemination of project outputs through the C-Cube initiative of NIUA by

- developing material and liaising between the IA and C-Cube teams to disseminate the work carried out under this project within workshops and training sessions planned under the C-Cube initiative
- providing information according to mutually agreed templates and formats to enable publication of case studies, best practices reports developed under Capacities project, for publication by NIUA
- facilitating participation of other representatives from NIUA/ C-Cube in monthly meetings and annual events organized by CapaCITIES
- providing support to the C-Cube initiative for communicating city climate actions through social media for mutually agreed cases that are in alignment with C-Cube’s mandate
- facilitating a dialogue between NIUA/ C-Cube and the CapaCITIES IA team, aiming to provide requisite information to NIUA/ C-Cube on various project activities including but not limited to tools and publications on a need to basis.

Qualifications/competencies required

- Master’s Degree in Planning, Environment, Climate Change, Economics, Business Administration, Marketing & Communications or relevant field with Bachelors in Engineering
- Minimum 6 to 8 years of experience in sustainability consulting and engagement and advocacy work closely with/for Government Agencies
- Experience in content creation, dissemination, organizing stakeholder consultation and events
- Knowledge and a strong interest in climate change and sustainability
- Well organized and good at planning
- Excellent oral and written communication skills in English
- Advanced proficiency in Microsoft Office and Google suite applications
- Interest and ability to support and develop high quality written documents (proposals, reports, and deliverables) in English (and local languages as required)

IV. Address and contact details

The application, with a covering letter and Curriculum-vitae may be sent via email to:
Manager, HR
ICLEI – Local Governments for Sustainability, South Asia
e-mail: iclei-southasia@iclei.org