



Manager – South Asia Government Relations

Job Description | January, 2018

This is an exciting opportunity for a Government Relations Manager with experience of working with state governments in India and/or across South Asia to join an international not-for-profit organization based in our New Delhi office, reporting to the India Director. This position will manage and build stakeholder relationships with state governments in India and across South Asia, while managing the delivery of the Under2 Coalition's projects in South Asia.

About The Climate Group

Our Mission

Accelerating climate action.

Our Goal

A world of less than 2°C of global warming and greater prosperity for all, without delay.

How we do it

- We bring together powerful networks of businesses and governments, which shift global markets and policies, towards this goal.
- We act as a catalyst to take innovation and solutions to scale. And we use the power of communication to build ambition and pace.
- We focus on the greatest global opportunities for change.

The Climate Group is an international non-profit with offices in Beijing, London, New Delhi and New York.

About Under2 Coalition

The Under2 Coalition brings together 205 sub-national governments – spanning six continents and 43 countries – committing to reduce their GHG emissions toward net-zero by 2050. The Climate Group acts as Secretariat to the Under2 Coalition and works directly with government signatories and partners of the Under2 MOU to drive net-zero ambition and action. Central to the Under2 MOU is the public commitment by all signatories to reduce their GHG emissions by 80-95% on 1990 levels, or 2 metric tons of carbon dioxide-equivalent per capita, by 2050.

More information can be found here: TheClimateGroup.org/Under2



About you

You will be able to demonstrate proven capabilities in the following areas:

Essential:

- Significant experience of working/managing relationships with Indian Government (state level) on issues pertaining to sustainable development (preferably climate change/environment).
- Proven track record of success in project delivery, including managing partners.
- Excellent people management skills, including negotiation and conflict resolution.
- Strong analytical and communications skills, particularly experience with carbon disclosure/emissions reporting and report writing.
- Good financial skills, including managing and reporting budgets.
- Ability to multi-task within a small team and to manage conflicting priorities.

Desirable:

- Existing relationships with nodal departments in Indian states as well as Ministries at the Central Government level.
- Ability to understand India's international negotiation position on climate change with regards to the UNFCCC process and its relevance to Indian states.
- Deep understanding of capacity building needs of Indian states in the field of climate change mitigation and adaptation.
- A relevant degree or professional qualification in the above.
- Technical command over MS Office (Excel, Word, PPT etc.) and operating knowledge of Salesforce.

Main accountabilities

Government engagement, member management and recruitment of new members in India and South Asia

- Develop the regional engagement strategy by liaising with Head of Global Government Engagement (based in UK).
- Deliver the regional engagement of the Under2 Coalition (including high-level relationships in the offices of Ministers and Chief Ministers in the Indian context).
- Develop and implement the recruitment strategy, including leading new member recruitment outreach in strategically important states, within India and rest of South Asia.
- Ensure regular and positive relationship and communication with regional government members of the Under2 Coalition to maximize the involvement of members in our existing and future programs and initiatives.

Project management

- Ensure timely delivery of the "Catalyzing India's Sub-National Climate Leadership" project.
- Lead program review and reporting, in coordination with global functional teams, including programs, communications, fundraising and finance.
- Proactively monitor progress, key milestones and scheduling to identify potential problems and action to resolve these.
- Monitor funder grant requirements to ensure that these are fully complied with.



- Ensure contracts are competitively tendered in line with our contracting procedures and contracted services/goods delivered on time, to specification, and are cost effective.
- Monitor and report contract compliance against key metrics, proactively identifying potential problems and solutions to these.

Communications and events

- Oversee and manage the delivery of Under2 Coalition events and meetings in India and South Asia (when required).
- Work closely with India communications manager to ensure that our communications and events align and support the aims of the Under2 Coalition's mission.
- Ensure effective, external communication of the Under2 Coalition with the support of the global communications team and Head of Global Government Engagement.
- Represent the organization as a senior representative when required to external stakeholders in conference calls and other events.

Fundraising and finance

- Support financial reporting and budget forecasting related to areas of responsibility.
- Ensure regular and timely payment of membership fee from members.
- Support development of concept notes, working with the fundraising team on new projects, and ensuring resources are in place to implement regional strategy (India and South Asia).

Other

- Ensure that Salesforce procedures incorporating income, relationship management and project management are adhered to and that the system is kept up to date.
- Line management and annual appraisal of Project Officer (India office).
- Undertake other related tasks as and when required.

Location

You will be based in New Delhi (India), with frequent travel expected to sub-national jurisdictions across South Asia.

Terms and conditions

This is a full-time position. We offer a competitive salary based on experience.

How to apply

If you are interested, please send a CV and a cover letter to SJennifer@theclimategroup.org as soon as possible to apply. The expected closing date for applications is **19th January, 2018**.

Due to high volume of applications we receive, we are not always able to proactively notify unsuccessful applicants. If you have not been notified of the outcome of your applications within four weeks of the closing date, please assume you have been unsuccessful on this occasion.