



Program Officer

Job Description | February, 2018

This is an exciting opportunity to work with The Climate Group's clean energy transition initiatives delivering on India specific strategies with partners, donors and government, in alignment with our global goals. The position is based in our New Delhi office, and will report to the India Program Manager. The officer will support in building and managing relationships, programmatic research, delivering outputs and reporting, fundraising and communications.

About us

OUR MISSION

Accelerating climate action.

OUR GOAL

A world of under 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.
- 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, founded in 2004, with presence in London, Beijing, New Delhi and New York

Background

The Climate Group aims to speed up India's clean energy transition by building ambitious programs of coalitions and networks of action. One such transition is the provisioning of clean, affordable and reliable energy to the un-connected populace and under-electrified regions of the country. It is estimated that over 230 million people do not have access to electricity and rely on unclean forms to meet their needs.

The energy access challenge compounded by the enormity of size is quite unique to India and its clean energy growth trajectory. Solving the energy access problem is a key element of TCG's energy transitions program in India. Renewable Energy (RE) based grid and decentralized sources are a crucial opportunity to overcome this challenge truly in a manner that is clean and sustainable.

The Climate Group supports interventions that help - unlock mainstream finance, encourage private participation both corporate and SMEs, create supportive policies and regulations, and build convening platforms like the India Energy Access Summit for stakeholder deliberation



and information exchange – for enabling adoption of decentralized RE and achieving speed through scale.

Key Responsibilities

Program Management Support:

- Support development and implementation of the following on-going workstreams:
 - o Mainstreaming domestic finance for decentralized RE
 - o Developing and tracking the evolving narratives for electricity access in India
 - o TCG's flagship convenings like the India Energy Access Summit and the prospective Energy Transitions Platform
- Prepare annual operational plans with goals, strategies, initiatives and budgets as identified with the manager.
- Monitor progress of project milestones and deliverables and of sub-contracts, and ensure that services are delivered on time to specification.
- Provide support to create project deliverables like technical reports, regular funder reports, articles, blogs etc., and review contractor outputs.
- Coordinate with internal stakeholders such as global functional teams including programs, communications, fundraising and finance, as may be needed under various projects.
- Support in maintaining effective relationships with external stakeholders such as India-based partners, and commercial contractors.
- Provide technical support as may be needed in TCG's business engagement activities in India - RE100, EP100 and EV100. Offer policy/ regulatory inputs pertaining to RE and energy efficiency.

Fundraising and Finance

- Contribute to fundraising efforts through content/ concept notes and partner engagements, on subjects and initiatives as identified by the manager.
- Develop funder and grantee contracts, and ensure compliance with contracting norms.
- Support in financial reporting and budget forecasting related to areas of responsibility, and ensure regular and timely payment against deliverables, and that of contractors.
- Monitor and ensure funder requirements are fully complied with, proactively identifying potential problems and solutions to these.

Communications and Events

- Support the delivery of the India Energy Access Summit, and project meetings/ workshops
- Ensure that TCG communications and events align and support the aims of the mission.
- Provide support in ensuring effective external communication of the programs and its impacts through articles, blogs, twitter feeds etc. with support from India and global communications teams.
- Support in representing the organization when required to external stakeholders in conference calls and other events



About You

Essential:

- Experience of working on clean energy initiatives or projects, preferably on energy access and renewable energy.
- A track record in project delivery, including managing partners.
- Strong people management and negotiation skills.
- Attention to detail and strong analytical skills.
- Fluent written and spoken English.
- Basic financial skills, including managing and reporting budgets.
- Competent user of MS office (Word, Excel and PowerPoint)
- Ability to multi-task within a small team and to manage conflicting priorities.
- Roll-up-your-sleeves attitude - proactively learn and take on roles.
- Undertake other programmatic tasks as and when required.

Desirable:

- Experience of working in impact-driven organizations
- Experience of working on clean energy finance, energy efficiency and sustainable development
- Relevant professional qualification (Masters) and relevant working experience.
- Exposure to fundraising/ proposal writing and donor interaction
- Existing relationships and working interactions in the energy access domain with Central Government, departments in Indian states, research organizations, civil society, NGOs etc.
- Understanding of sustainability, global development issues and the climate change agenda

Location

You will be based in Delhi (India), with reasonable travel within India

Terms and conditions

You will be based in The Climate Group New Delhi office. Remuneration and contract terms will be provided upon request.

How to apply

If you are interested, please send a CV and a cover letter to SJennifer@theclimategroup.org with the subject title - Application for Program Officer – as soon as possible. The closing time for submitting your application is **1200 hours (IST) on Monday, 19th March 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.