

JOB DESCRIPTION

Programme Associate

Indian Himalayas Climate Adaptation Programme
(IHCAP-PMU, New Delhi)

1. POSITION VACANT:

Programme Associate, IHCAP Programme Management Unit, New Delhi

2. ORGANIZATION BACKGROUND:

The Global Programme on Climate Change (GPCC) of Swiss Agency for Development Cooperation (SDC) is based on common interests between India and Switzerland in the area of climate change viz. climate change adaptation (including food security and sustainable agriculture), climate resilient development, energy efficiency and renewable energy. The Swiss Agency for Development and Cooperation (SDC) is represented in India through the Climate Change and Development (CCD), Embassy of Switzerland, New Delhi.

The projects of CCD focus on low-carbon paths to development, coping with climate change impacts, minimizing climate-risks in development cooperation and building on science based knowledge and research experiences. The emphasis is on innovation, dialogue, knowledge sharing in climate change, adaptation and mitigation. A more elaborate description of GPCC can be found on www.swiss-cooperation.admin.ch/india.

Under the broader mandate of GPCC, the CCD in collaboration with DST is implementing "Indian Himalayas Climate Adaption Programme (IHCAP)" under the Indo-Swiss bilateral agreement on Science and Technology Cooperation with the aim to provide implementation support to NMSHE. IHCAP brings together the elements of advanced scientific research, traditional and innovative knowledge of communities and action, and policy articulation at multiple levels with the objective of adding value by addressing climate change impacts and adaptation in a holistic manner. IHCAP is a six year programme and the first phase of the programme has been approved until December 2015.

IHCAP in collaboration with programme partners addresses the current imperatives relating to climate change in the Indian Himalayan Region, including the need for:

- Enhancing state and sub-state level capacities for adaptation planning, implementation and policy
- Facilitating scientific capacities of the Indian Institutions through Science Capacity Building
- Policy networking and informed policy processes in the Indian Himalayan Region.

A Programme Management Unit (PMU) has been set up for implementation of IHCAP. PMU plays a catalytic/linking role to facilitate effective and efficient implementation of programme activities within the mutually agreed framework for cooperation between programme partners. More information about IHCAP can be accessed from www.ihcap.in.

3. JOB DESCRIPTION/ RESPONSIBILITIES:

Key Responsibilities:

The Programme Associate will be responsible for supporting implementation of IHCAP activities related to National Mission for Sustaining the Himalayan Ecosystem (NMSHE). The position will be part of the IHCAP Programme Management Unit and based at NMSHE Cell in the Department of Science & Technology (DST). The Programme Associate will report to Team Leader, IHCAP. Reporting will include fortnightly briefing meeting with IHCAP PMU and submission of monthly progress and activity report to the Team Leader, IHCAP. The Programme Associate will work under the supervision of Director, Climate Change Programme, DST for implementation of tasks/responsibilities.

Specific responsibilities include:

- (1) Support implementation of NMSHE related activities as identified in IHCAP action plan.
- (2) In coordination with IHCAP and DST, identify new activities linked to IHCAP objectives and having synergies with NMSHE for inclusion in the action plan.
- (3) Support IHCAP-PMU in exploring the potential of synergy at the state level between NMSHE activities and IHCAP action plan and assist in strengthening cooperation with state governments in the Indian Himalaya Region.
- (4) Support Team Leader, IHCAP in preparation and implementation of the annual action plans.
- (5) Assist Director, Climate Change, DST for implementation of NMSHE activities, including organizing meetings, workshops and consultations, preparation of progress/ technical/ thematic reports and carry out periodic reviews of the status of climate change action in the Indian Himalayan States.

4. QUALIFICATIONS, EXPERIENCE AND COMPETENCIES:

- M.Sc. degree or equivalent in Environmental Sciences/ Forestry/ Natural Resource Management/ Earth Science/ Climate Change or B. Tech in Environmental Engineering/ Management
- A minimum of 2 years of relevant research/ work experience of working on environmental/ developmental projects preferably in the Indian Himalayan Region.

Required Competencies:

- (1) Experience in working in scientific/ development project; experience of working in bilateral project/ programme would be an added advantage
- (2) Sound knowledge of computers such as database management, MS office and GIS.
- (3) Familiarity with stakeholders for climate change adaptation in the Indian Himalayan Region
- (4) Good interpersonal skills, with the ability to comprehend adaptation component
- (5) Excellent oral and written communication skills, both in English and Hindi
- (6) Organizational skills for managing files and tracking documentation
- (7) Willingness to travel extensively to remote areas across Indian Himalayan Region
- (8) Spirit to work collaboratively with the team for achieving common goals and objectives.

5. STARTING DATE:

The start of the assignment is July 2014 or as per mutual agreement.

6. COMPENSATION OFFERED:

Compensation offered shall be commensurate with the qualifications, experience and salary history of the selected candidate and as per existing project based guidelines and IHCAP project budget. The CCD, Embassy of Switzerland adopts a gender fair and socially inclusive recruitment policy and is supportive of working women.

7. LOCATION:

NMSHE Cell, DST, New Delhi with frequent travel to Himalayan States.

8. NATURE OF JOB:

This is a fixed-term contract with tenure currently sanctioned up to December 2015. The contract shall be issued by CCD, Embassy of Switzerland in conformity with their existing project based guidelines.

9. LAST DATE FOR APPLICATIONS:

Candidates who fulfill these requirements are invited to send (i) a letter of motivation (not exceeding 750 words) describing suitability and interest in the position, (ii) latest CV with contact details and (iii) three references to the following e-mail address: info@ihcap.in, with the subject line "Project Associate – IHCAP"

The closure date for applications is **June 3, 2014**. Applicants who do not have the required qualifications and experience should abstain from applying. Please note that IHCAP-PMU shall not entertain any queries from applicants. Only shortlisted candidates will be contacted and informed about the next steps.