

Position Name: Program Co-ordinator

Position Code: IRADe/2019/PC

Location: New Delhi

Organization Name: Integrated Research for Action & Development (IRADe)

Organisation Profile: IRADe is a reputed institute, which conducts multidisciplinary research, policy analysis, action programmes in the field and training in energy, environment and sustainable development. Established in 2002, the institute has collaborators and projects with well-known international and national organizations, various ministries, public and private sector. To know about IRADe, log on to www.irade.org.

IRADe is looking for a **Programme Co-ordinator** who will support in research, co-ordination and communication activities in thematic areas of climate change, environment and sustainable urban development.

Expertise and Skills Required

- Masters in Climate Change/Environment/Urban Development/ Economics or related field.
- At least **8 plus years of experience** of working in climate change adaptation/urban resilience
- Expert understanding of online and offline platforms/opportunities for communicating/sharing knowledge on climate change adaptation
- Track record of engaging with the media on issues of climate change /environment
- Organizing capacity building events on environment/climate change
- Track record of developing innovative communications and marketing products on climate change adaptation
- Track record managing publication for policy-oriented development projects
- Strong links and networks with influential organizations working within the domain of climate change
- Experience of working with government officials at the national, state and city level
- Experience of working across cultural contexts and communicating effectively with diverse stakeholders
- Expert presenting, writing and editing skills.
- Ability to work flexibly and on deadlines.

Remuneration: Will be commensurate with experience and expertise.

Note: Candidates should indicate last drawn salary and writing samples in their application.

Last date for receipt of applications is **31.07.2019**. Interested and eligible candidates may apply with a cover letter, detailed CV with photograph, comprising of past experience and three references. Please send the information at jobs@irade.org with a position code: **IRADe/2019/PC** as subject.