

BUREAU OF ENERGY EFFICIENCY

(Ministry of Power, Government of India)

Hiring of TECHNICAL PROFESSIONALS for GEF-UNDP Project on Energy Efficiency and Thermal Comfort in Buildings (EETCB)

Bureau of Energy Efficiency (BEE) is a statutory body under the Ministry of Power, Government of India) established under provisions of the Energy Conservation Act 2001, to promote efficient use of energy and its conservation. BEE is implementing a GEF-UNDP project on accelerating adoption of super-efficient technologies for sustainable thermal comfort in buildings in India.

Applications are invited from Indian nationals for engagement of **01 National Project Manager, 02 Senior Sector Experts and 01 Finance Assistant** on contract basis initially for a period of two year which is extendable annually subject to satisfactory performance based on KPIs. The monthly remuneration will be as under:

No. of positions	Monthly emoluments
National Project Manager – 01	Individual(s) will be engaged as – Project Manager (with 15 years of post-qualification experience) on consolidated pay of INR 2,50,000/- per month.
Building energy efficiency – 01	Individual(s) will be engaged as – Senior Sector Expert- Buildings (with 08 years of post-qualification experience) on consolidated pay of INR 1,25,000/- per month.
Low-carbon comfort systems – 01	Individual(s) will be engaged as – Senior Sector Expert- Cooling (with 08 years of post-qualification experience) on consolidated pay of INR 1,25,000/- per month.
Finance and General Administration – 01	Individual(s) will be engaged as – Finance Assistant (with 05 years of post-qualification experience) on consolidated pay of INR 70,000/- per month.

The details of desired qualification, experience, roles and responsibilities etc. are given as under:

1. National Project Manager

Essential Qualification:

- Bachelor's degree in engineering, architecture, planning or other related fields from a recognized University with 60% marks in aggregate
- Post-graduate master's degree in architecture, planning, engineering, environmental management or other related fields

Experience:

- At least 15 years of progressive experience which should include project related experience commensurate with the job profile and responsibilities expected to be

handled by the candidate specifically in the areas of building energy efficiency, building thermal performance analysis, passive building design, and building sector policies.

- At least 8 years of sector specific technical expertise in at least one of the following fields:
 - Implementation of building energy codes in India
 - Passive design and climate responsive architecture
 - Thermal comfort and building performance analysis

Desirable:

- Ph.D. in architecture, engineering, energy, or any other relevant field.
- Experience of working with ministries/ state government/ Urban Local Bodies in India.
- Previous experience of working with UN agencies or other bilateral / multilateral projects.
- Candidates having professional certifications such as ECBC Master Trainer / GRIHA CP / LEED AP / IGBC AP / CMVP
- Research publications and technical papers on building energy efficiency, thermal comfort, low-carbon comfort systems, building performance analysis or involved in development of policies etc.
- Knowledge of environmental laws and policies.

Roles and Responsibilities:

- To organize/convene Project Steering Committee meetings as per UNDP procedures
- To facilitate interaction and communication with other Ministries and Governmental departments
- To provide overall guidance to the Project Management Unit (PMU)
- Review project budget revisions, annual progress reports, quarterly progress reports, FACE (Fund Authorisation and Certification of Expenditures) annual work plan, facilitate audit and other administrative arrangements as required by BEE and UNDP
- Ensure timely progress of activities and project implementation as per the Project Document.
- Prepare project's annual and quarterly work plans and organize project board meetings to obtain required approvals.
- Conduct regular monitoring to ensure achievement of targets in line with the annual work plan and that project remains within the tolerance level of the approved work plan.
- Prepare detailed annual/quarterly progress reports and presents them to the project assurance team.
- As required and directed by the project board, liaises with UNDP's Planning, Monitoring and Evaluation Unit (PMEU) to initiate project review and evaluation processes, and supports the conduct of such exercises.
- Facilitate evaluations (annual, mid-term and terminal) and facilitate implementation of recommendations.
- Advisory support partner institutions for communication and outreach activities on various missions / schemes / events related to the project themes.
- Network with all EE stakeholders to strengthen the awareness, capacity building and dissemination work under the project.

2. Senior Sector Expert: Building energy efficiency

Essential Qualification:

- Bachelor's degree in architecture / planning from a recognized University with 60% marks in aggregate

- Post-graduate master's degree in architecture, planning, engineering, environmental management or other related fields

(Candidates with bachelor's degree combined with 3 additional years of relevant experience may be considered)

Experience:

- At least 8 years of progressive experience which should include project related experience commensurate with the job profile and responsibilities expected to be handled by the candidate specifically in the areas of building energy efficiency, building thermal performance analysis, passive building design, and building sector policies.
- At least 5 years of sector specific technical expertise in at least one of the following fields:
 - Passive design and climate responsive architecture
 - Thermal comfort and building performance analysis
 - Implementation of building energy codes in India

Desirable:

- Ph.D. in architecture, engineering, energy, or any other relevant field.
- Experience of working with ministries/ state government/ Urban Local Bodies in India.
- Previous experience of UN or other bilateral / multilateral projects.
- Candidates having professional certifications such as ECBC Master Trainer / GRIHA CP / LEED AP / IGBC AP / CMVP
- Research publications and technical papers on building energy efficiency, thermal comfort, low-carbon comfort systems, building performance analysis, etc.
- Knowledge of Building Bye-laws, National building Code, India cooling action plan etc.

Roles and Responsibilities:

- Support the project manager in the overall implementation of the Energy Efficiency and Thermal Comfort in Buildings (EETCB) Project
- Ensure timely progress of activities and project implementation as per the Project Document.
- Prepare project's annual and quarterly work plans and organize project board meetings to obtain required approvals.
- Prepare detailed annual/quarterly progress reports.
- Facilitate evaluations (annual, mid-term and terminal) and facilitate implementation of recommendations.
- Advisory support partner institutions for communication and outreach activities on various missions / schemes / events related to the project themes.
- Provide inputs on implementation, monitoring and elaboration of benchmarks for different categories of buildings and selected technical aspects of energy efficiency.
- Provide technical inputs (construction and technology design, calculations, international experiences) to project proponents (developers, building owners, contractors, public building managers, etc.) on feasibility assessment of proposals.
- Coordinate the assessment, development, deployment of the EE aspects and other support for the pilot demonstrations.
- Oversee the design, delivery and evaluation of awareness and training programmes.
- Network with all EE stakeholders to strengthen the awareness, capacity building and dissemination work under the project.

3. Senior Sector Expert: Low-carbon comfort systems

Essential Qualification:

- Bachelor's degree in engineering from a recognized University with 60% marks in aggregate
- Post-graduate master's degree in engineering, architecture, planning, environmental management or other related fields

(Candidates with bachelor's degree combined with 3 additional years of relevant experience may be considered)

Experience:

- At least 8 years of progressive experience which should include project related experience commensurate with the job profile and responsibilities expected to be handled by the candidate specifically in the areas of building energy efficiency, building thermal performance analysis, low-carbon comfort systems, and building sector policies.
- At least 5 years of sector specific technical expertise in at least one of the following fields:
 - Design of low-carbon comfort systems
 - Thermal comfort and building performance analysis
 - Implementation of building energy codes in India

Desirable:

- Ph.D. in architecture, engineering, energy, or any other relevant field.
- Experience of working with ministries/ state government/ Urban Local Bodies in India.
- Previous experience of UN or other bilateral / multilateral projects.
- Candidates having professional certifications such as ECBC Master Trainer / GRIHA CP / LEED AP / IGBC AP / CMVP
- Research publications and technical papers on building energy efficiency, thermal comfort, low-carbon comfort systems, building performance analysis, etc.
- Knowledge of Building Bye-laws, National building Code, India cooling action plan etc.

Roles and Responsibilities:

- Support the project manager in the overall implementation of the Energy Efficiency and Thermal Comfort in Buildings (EETCB) Project
- Ensure timely progress of activities and project implementation as per the Project Document.
- Prepare project's annual and quarterly work plans and organize project board meetings to obtain required approvals.
- Prepare detailed annual/quarterly progress reports.
- Facilitate evaluations (annual, mid-term and terminal) and facilitate implementation of recommendations.
- Advisory support partner institutions for communication and outreach activities on various missions / schemes / events related to the project themes.
- Provide inputs on implementation, monitoring and elaboration of benchmarks for different categories of buildings and selected technical aspects of energy efficiency.
- Provide technical inputs (construction and technology design, calculations, international experiences) to project proponents (developers, building owners, contractors, public building managers, etc.) on feasibility assessment of proposals.

- Coordinate the assessment, development, deployment of the EE aspects and other support for the pilot demonstrations.
- Oversee the design, delivery and evaluation of awareness and training programmes.
- Network with all EE stakeholders to strengthen the awareness, capacity building and dissemination work under the project.

4. **Finance Assistant**

Essential Qualification:

A bachelor's degree in finance, management, commerce or an equivalent qualification from a recognized University / Institution.

Experience:

- At least 5 years of relevant experience post qualification in administration, financial management and procurement related support services.

Desirable:

- Post-graduate master's degree in finance, management, commerce or other related fields
- Experience of working with ministries/ state government/ Urban Local Bodies in India.
- Previous experience of UN or other bilateral / multilateral projects.
- Knowledge of General Financial Rules (GFR), regulations, and accounting procedures.

Roles and Responsibilities:

Under the guidance and supervision of the National Project Manager, the Finance Administrator will carry out the following tasks:

- Overall administration and financial services of the project such as processing payments, raising requisition, purchase order, projects logs, etc.
- Facilitate coordination with PMU on Finance, Procurement, HR, Administration matters to ensure compliance with relevant regulations.
- Assist in work-plan and budgeting, and in the development and implementation of project accounting and reporting procedures.
- Coordinate the implementation of procurement strategy as per the annual work plans. Support towards tendering processes (advertisement of RFP/RFQ) and facilitate other requirements pertaining to the contracting of vendors.
- Arrangement for payments to be made by the project, and conducting of bank reconciliation.
- Assist in Project Audits/Reviews/Spot checks as per UNDP and GEF requirements and coordinate with BEE for management response.
- Maintenance of all office equipment and keeping inventory/records of supplies and their usage and any other duties assigned by supervisor.
- Provide information to Project website, UNDP and GEF reporting, and administrative troubleshooting.
- Arrange travel, itinerary preparation for project-related travels.
- Assist the project in arranging workshops/seminar/training programs and coordinating with participants.
- Word processing for drafting routine letters / messages / reports, etc.
- Any other responsibility related to the project assigned by the Supervisor(s).

Age Limit:

Maximum age limit as on 01.01.2024 will be: **45 years**

How to apply

The interested applicants may submit their CV as per the attached **Annexure-I** along with two passport size photographs and self-attested copies of certificates/mark sheets, giving complete details of their qualifications and experience with two references, within 30 days from the date of publication in Employment News, to the office of the “Director (Building), Bureau of Energy Efficiency, 4th Floor, Sewa Bhawan, R. K. Puram, Sector-1, New Delhi-110066”.

Candidates must mention the sector(s) and position(s) for which CV is being submitted to BEE. However, suitability shall be assessed by the Selection Committee based on the qualification and experience possessed by the candidate in relevant domain at the time of personal interaction.

The Bureau reserves the right to relax the eligibility and other criteria in case of exceptionally outstanding candidates.

Other General information & instructions

Candidature is liable to be rejected at any stage of the recruitment process if any information provided by the candidate is found to be incorrect.

Incomplete applications are liable to be rejected.

Candidate meeting the eligibility criteria would be shortlisted in order of merit. Selection will be done based on written test; if any; followed by personal interaction with the shortlisted candidates.

In case of otherwise suitable candidates the requirements of Age, Qualifications and Experience could be relaxed at the discretion of competent authority to meet the immediate project requirements of the organisation.

Candidate selected will be offered engagement purely on contract basis with no claim for regular employment in BEE.

The hiring may be cancelled at any stage at the discretion of BEE without giving any reason thereof.

CURRICULUM VITAE PERFORMA FOR THE POST OF: (select applicable)

- **National Project Manager**
- **Senior Sector Expert – Building energy efficiency**
- **Senior Sector Expert – Low-carbon comfort systems**
- **Finance Assistant**

1.	Name and Address (in Block Letters)					
	Mobile No. Email ID.					
2.	Date of Birth (in Christian era)					
3.	Educational and other qualifications		(1)			
			(2)			
			(3)			
4.	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post					
5.	Details of Employment in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.					
	Office/Institution	Post held	From	To	Scale of pay and Basic Pay	Nature of duties (in details)
6.	Nature of present employment i.e. Ad-hoc or temporary or Quasi-Permanent or Permanent					
7.	Additional details about present employment Please state whether working under: (indicate the name of your employer against the relevant column) a. Central Government b. State Government c. Autonomous organisation d. Government undertaking e. Universities f. Others					
8.	Total emoluments per month now drawn					
9.	Additional information, if any, which you would like to mention in support of your suitability for the post (This among other things may provide information with regard to i. Additional academic qualification ii. Professional training and					

	iii. Work experience over and above prescribed in the vacancy circular/ advertisement) (Note: Enclose a separate sheet, if the space is insufficient)	
10.	Remarks (The candidate may indicate information with regard to i. Research publications and reports and special projects ii. Wards/ scholarship/ official appreciation iii. Affiliation with the professional bodies/ institutions/ societies and iv. Any other information (Note: Enclose a separate sheet if the space is insufficient)	

I have carefully gone through the vacancy circular/ advertisement, and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Date_____

Signature of the candidate

Address_____

Ph. No. _____

E-mail: _____

References:

1)

2)

*Strike whichever is not applicable