

Job Description	Project Associate- Sustainability
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A. Company Profile: Pledge4earth

Pledge4Earth aspires to be a prominent organisation to bring the change in the mindset of human being towards climate protection and pledges to become an independent thought-provoking & solution-oriented organisation with capabilities in research, policy, advisory and micro-level implementation. We are advisor on sustainability, climate, energy transition & access, net zero, carbon trade and environmental, social, and governance (ESG) from the board room to the shop floor and gravel to product. We are advancing with clients to lead a movement of innovation and circular economy that preserves our planet and improves sustainability.

P4E provides net zero solutions, that will bring required climate action and is very basic to inclusive economic growth through small business ideas and entrepreneurships, alleviating poverty thus ushering to shared prosperity in a sustainable way. It helps leaders and organisation to identify the actionable points that will get them closer to net zero and elevate them to a level for its replicability.

P4E helps Industry and building sectors for holistic transition and transformation to achieve net zero by 2047, altogether with other SDGs goals. P4E will inculcate this habit of innovation and transformation by leveraging in solution-oriented thought processes, creating pools of talents, able leaderships and a vibrant ecosystem of industry associations and knowledge platforms focused on innovating to net zero.

P4E supports industries through comprehensive process, electrical, and energy audits to enhance operational efficiency, increase power quality and reduce energy consumption.

P4E helps to prepare transition plans with net-zero pledges, which will be publicly available, with detailed, concrete actions to meet all targets. The recent avalanche of net-zero pledges by businesses, investors, cities and regions will be vital to keep 1.5°C alive and to build towards a safe and healthy planet, but only if all pledges have transparent plans, robust near-term action, and are implemented in full.

B. Responsibilities

The Architect will be in-charge of the technical research and implementation of the projects and will directly report to the Project Head/CEO, P4E. The Architect will be principally responsible for:

- Support the technical components of the P4E projects and programs in accordance with the objective and activities agreed with the clients/partners.
- Provide technical expertise in development of project proposals and support in business development.
- Provide professional advice to the clients/partners/Central/State Ministries as per ToR and cooperating with important Unilateral/Multilaterals as well as private organisations and other ministries and state agencies.
- Organization of meetings and workshops with concerned stakeholders
- Knowledge management and communication related to the project to a broad target group
- Conduct research relevant to energy efficiency and sustainability in the building sector. Work with multidisciplinary teams to turn research discoveries into real world solutions and projects.
- Utilize energy efficiency and sustainability expertise to create innovative solutions that help protect the environment improve resource efficiency and support sustainability in the building sector.

C. Tasks

1. Management responsibility

- Coordinates and assists in preparing and conducting project activities and carries out other activities required for implementing these components
- Assists and coordinates national and international advisers/consultants in carrying out their work
- Assists the project with all required organizational and management issues
- Participates in formulating project action plans and helps synchronise the planning and budgeting system and counterparts
- Performs other duties and tasks at the request of management

2. Professional advisory services

- Support and advises clients/ partner institution(s) on order clarification, identifying needs, developing concepts and strategies, and provides technical input regarding Contractual demand w.r.t Energy Efficiency, Climate Change, Decarbonisation, Net Zero building.
- Participates in identifying needs for external support and advice, works on policy recommendations and develops a strategic approach on comprehensive of improving energy efficiency in building sector, undertake Energy Audit and building simulation and modelling.
- Preparing ToRs/Contracts
- Tendering with partners in different government and private sector
- Contributes to preparing and implementing the coordination process.
- Formulates job descriptions and terms of reference and selects and supervises third parties in the course of carrying out project activities, including performance evaluation.
- Monitors the development and implementation of project plans and activities.
- Deals with the design, preparation and implementation of workshops, seminars and other events on issues connected with the project/programme's area of activity.
- Monitors project progress and the activities of components, reviews reports and documents on the progress, identifies bottlenecks and recommends alternative management options.
- Is responsible for seeing that the technical services provided by the component are aligned with the agreed activities and the clients/partner's needs.

3. Networking and cooperation

- Coordinates work activities with national and national/international consultants engaged in the project.
- Ensures cooperation, regular contact and dialogue with partners; carries out PR work and cooperates with relevant organisations, governmental agencies and individuals in the project environment and with other projects to improve and maintain good working relationships.
- Travels in the region regularly and internationally if required, in accordance with project requirements and in coordination with the Project head /CEO.

4. Knowledge management

- Prepares reports and presentation documents.
- Formulates appropriate input for various project reports including annual reports, and contributes to the other reports required by the Project Head/CEO of P4E
- Develops ready-to-use strategies and technical concepts, including guidelines, manuals and procedures.
- Contributes to the technical and technological expertise of the overall project by enriching discussions, reports, workshops and other formats with his knowledge.
- Develops new ideas in the above-mentioned fields to increase the expertise on the clients/partner side.

D. Required qualifications, competences and experience

1. Qualifications

- University degree in Architecture or Construction Technology
- Master's degree in Sustainable Architecture/Green Building/Energy efficiency in buildings or equivalent is desirable
- LEED certified shall be an added advantage.

2. Professional experience

- Internship experience on the subject matter from reputed organisation

3. Other knowledge, additional competences

- Excellent communication skills in English and Hindi both reading and writing, excellent report writing skills.
- Understanding of financial planning and accounting
- Willingness to upskill as required by the tasks to be performed – corresponding measures to be agreed with management.
- Building Simulation

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