

Position Name: Management Consultant

Position Code: IRADe/2013/SARI/USAID/M-CONSULTANT

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.

Job Description / Responsibilities:

South Asian Regional Initiative for Energy Integration SARI/EI program is to advance regional energy integration and increase cross-border energy trade in eight South Asian Countries (Afghanistan, Bangladesh, Bhutan, India, Pakistan, Nepal, Sri Lanka & Maldives). IRADe is implementing partner for fourth phase of SARI/Energy Integration (SARI/EI) program through a Co-operative Agreement with USAID. For more details of the program please check the website <http://www.sari-energy.org/>

Role and responsibilities

The candidate will work under supervision of Project Director. Key responsibilities will include:

- To ensure that internal control systems of IRADe are strengthened in sync with its procedures and policies of USAID.
- To review and strengthen the compliances of SARI projects in consonance with policies of IRADe.

- To review the procurement, financial budget and HR documentation for SARI/EI project and ensure the documentation for the same as per project requirements.
- To suggest compliances with respect to Audit.
- To suggest ways of strengthening contracts and work plan of SARI/EI.
- To standardize contracts, EOIs, RFP and other documents for the SARI/EI project
- To suggest IRADe filing system and other aspects
- To review and finalize program monitoring and evaluation plans

Personal Profile and Skills Required:

- Graduate/ MBA
- 15-20 years of extensive experience in the working of USAID.
- Preferably Experience in working with multi-lateral agencies/ Corporates/Development agencies etc.
- Must have interpersonal skills and sound technical knowledge.
- Exceptional oral and written communication skills.

Remuneration: Will be commensurate with experience and expertise.

Interested and eligible candidates may apply with a detailed CV comprising of past experience, three references & a list of publications. Please send the information at jobs@irade.org with a position code: **IRADe/2014/SARI/USAID/M-CONSULTANT** as subject.