

**Position Name:** Program Coordinator

**Position Code:** IRADe/2013/SARI/USAID/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](http://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 coordinate and organize meetings, national and international events (conference, workshops & seminars) under SARI/EI program and required studies.
- To co-ordinate and organize Project Steering Committee/ Task Force meetings.
- Develop partnerships with national and regional stakeholders for strategic collaboration to contribute to SARI/EI objectives
- Develop agenda for various meetings/workshops and Terms of Reference for studies.
- Appropriate scheduling of meetings that lead to better understanding of South Asia Cooperation, paving way for tangible agreements.
- To co-ordinate with IRADe Project Secretariat and provide necessary inputs to finance and administration.

- To co-ordinate with USAID officials, USAID country coordinators and shall ensure USAID compliance requirements as per co-operative agreement.
- To meet the target as per annual work plan and to implement Project Monitoring Evaluation Plan.
- Any other assignments based on the requirement for success of the SARI/EI program
- Work towards timely and smooth implementation of the Program.
- Assist the Project Director in overall running of the project.

**Personal Profile and Skills Required:**

- Graduate/ MBA/ Bachelor in Engineering
- Atleast 12 years of experience in the area of Program Management and coordination.
- Preferably Experience in working with multi-lateral agencies/ Corporates/Development agencies etc.
- Understanding and Exposure of power sector will be preferred
- Publications in reputed journals will be given extra weightage.
- 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](mailto:jobs@irade.org) with a position code: **IRADe/2014/SARI/USAID/PC** as subject.