

Terms of Reference Administrative Assistant

About CEEW

The Council on Energy, Environment and Water (<http://ceew.in/>) is one of South Asia's leading not-for-profit policy research institutions. CEEW addresses pressing global challenges through an integrated and internationally focused approach. It prides itself on the independence of its high-quality research, develops partnerships with public and private institutions, and engages with wider public.

In 2017, CEEW has once again been featured extensively across nine categories in the '2016 Global Go To Think Tank Index Report', including being ranked as South Asia's top think tank (14th globally) with an annual operating budget of less than US\$5 Million for the fourth year running. In 2016, CEEW was also ranked 2nd in India, 4th outside Europe and North America, and 20th globally out of 240 think tanks as per the ICCG Climate Think Tank's standardised rankings. In 2013 and 2014, CEEW was rated as India's top climate change think-tank as per the ICCG standardised rankings.

In over six years of operations, CEEW has engaged in more than 100 research projects, published well over 50 peer-reviewed books, policy reports and papers, advised governments around the world over 160 times, engaged with industry to encourage investments in clean technologies and improve efficiency in resource use, promoted bilateral and multilateral initiatives between governments on more than 40 occasions, helped state governments with water and irrigation reforms, and organised more than 125 seminars and conferences.

CEEW's major projects on energy policy include India's largest energy access survey (ACCESS); the first independent assessment of India's solar mission; the Clean Energy Access Network (CLEAN) of hundreds of decentralised clean energy firms; India's green industrial policy; the \$125 million India-U.S. Joint Clean Energy R&D Centers; developing the strategy for and supporting activities related to the International Solar Alliance; modelling long- term energy scenarios; energy subsidies reform; decentralised energy in India; energy storage technologies; India's 2030 renewable energy roadmap; solar roadmap for Indian Railways; clean energy subsidies (for the Rio+20 Summit); and renewable energy jobs, finance and skills.

CEEW's major projects on climate, environment and resource security include advising and contributing to climate negotiations (COP-21) in Paris; assessing global climate risks; assessing India's adaptation gap; low-carbon rural development; environmental clearances; modelling HFC emissions; business case for phasing down HFCs; assessing India's critical

mineral resources; geoengineering governance; climate finance; nuclear power and low-carbon pathways; electric rail transport; monitoring air quality; business case for energy efficiency and emissions reductions; India's first report on global governance, submitted to the National Security Adviser; foreign policy implications for resource security; India's power sector reforms; resource nexus, and strategic industries and technologies for India's National Security Advisory Board; Maharashtra-Guangdong partnership on sustainability; and building Sustainable Cities.

CEEW's major projects on water governance and security include the 584-page National Water Resources Framework Study for India's 12th Five Year Plan; irrigation reform for Bihar; Swachh Bharat; supporting India's National Water Mission; collective action for water security; mapping India's traditional water bodies; modelling water- energy nexus; circular economy of water; and multi-stakeholder initiatives for urban water management.

Job designation: Administrative Assistant

Job Location: New Delhi, India

Reporting To: Office Administrator

Purpose

CEEW seeks to hire an Administrative Assistant, a role that will be crucial in supporting Administrative work in the organisation. The Administrative Assistant should be prepared, when necessary, to take on additional responsibilities and respond to events and developments that cannot be anticipated easily.

Duties and Accountabilities

Office Administration

- Helping in procuring office assets: research and market survey; seeking quotations liaising with vendors; placing orders
- Events assistance: Supporting CEEW's events and outreach and the Events coordinator in the organisation of events like roundtables, seminars and conferences
- Maintain a contact database of CEEW
- Support in organising visits (travel, accommodation, ground transportation) of delegations from outside Delhi or outside India and Researchers
- Developing a database of publications and subscriptions procured by CEEW
- Procuring and Maintaining a database of stationery
- Filing documents theme-wise and subject-wise
- Maintaining an inventory of all CEEW publications and regularly engaging with printers to ensure adequate stocks are maintained
- Helping to organise team activities

- Maintaining record of courier (inward and outward)
- Additional tasks related to Administration as they arise

Administrative Assistant to Research Teams

- Scheduling appointments with government officials and partner organisations
- Taking notes and dictation for letters from project managers; courier the same
- Assist Research team in making presentations
- Support with travel arrangements for research team members when travelling on CEEW-related work.
- Maintaining regular contact with other contributing donors and supporting institutions.
- Keeping a lookout for events linked to energy, environment and water issues and advising the research teams on participation in the same
- Additional tasks related to management of research projects as they arise.

Accounts & Book-keeping

- Maintaining a record of expenses related to research projects and preparing monthly accounts for submission to the CA
- Preparing project-wise expense details
- Raising invoices for CEEW research grants
- Following up with donors to submit invoices for grants and maintaining a record of flow of grant funds
- Maintaining an internal office expenses reimbursement system: filing of claims; verification; record of original receipts; payments

Selection Criteria

Education

- Graduate degree in business, economics, finance, office management or equivalent qualification relevant to the role

Business experience

- Minimum 4-5 years of relevant work experience
- Sound experience in dealing with public and private institutions
- Experience in other countries or in working with nationals of other countries desirable

Main skills

- Ability and willingness to work in a dynamic and fluid environment
- Skills in Microsoft Word, PowerPoint, Excel, Access
- Skills in managing new technologies and media platforms

- Willingness to show initiative in order to handle unforeseen problems
- Strong interpersonal skills with confidence to engage with senior political and business leaders
- Recognised as a team player with enthusiasm to create a dynamic and exciting work environment
- Highly sensitive to need to ensure confidentiality
- Flexibility towards long work hours, especially when major deadlines and events are approaching
- Ability to work with people in different time zones
- Willingness to travel for office-related projects or activities as needs arise
- Foreign language skills desirable

Interested candidates are requested to send their applications to jobs@ceew.in with 'Application – Administrative Assistant' as the subject line.

Compensation

Competitive compensation – commensurate to the experience, and matching the best of standards adopted by industry or other similar organisations for similar roles

CEEW is an equal opportunities employer and female candidates are encouraged to apply. Applications will be reviewed on a rolling basis. Only shortlisted candidates will be notified.