

Terms of Reference

Director – Operations

Organisational Details

The Council on Energy, Environment and Water (<http://ceew.in/>) is one of South Asia's leading not-for-profit policy research institutions. CEEW uses data, integrated analysis, and outreach to explain – and change – the use, reuse, and misuse of resources. 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.

CEEW is a multidisciplinary organisation, with an international outlook, and a strong culture of collaboration and leadership by initiative. Its focus areas include: energy access; renewable energy; low-carbon pathways; greenhouse gases and monitoring, reporting and verification; risks and adaptation; and technology, finance and trade.

Designation offered: Director – Operations

Location: New Delhi, India

Reporting to: Chief Executive Officer

Purpose: CEEW seeks to hire a Director – Operations, who will support the CEO and the senior team in executing the short and long-term vision of the organisation. This implies understanding and strengthening CEEW's culture, understanding the think-tank and public policy sector and CEEW's position in it, and executing plans related to financial resources, team growth and requirements, institution-wide initiatives, capacity building, and strategic projects and partnerships. The DO will be responsible for the daily operations related to administration, finance, human resources, outreach and communications, and facility management.

Job Duties and Accountabilities

- Leading all CEEW operations, which include administration, finance, human resources, outreach and communications, and facility management
- Developing a strategy for CEEW's operational growth in line with its research and outreach priorities
- Reporting to the CEO and Board on all operational issues

Administration

- Developing and implementing a strategy for CEEW's office expansion
- Streamline existing administrative processes and recommending process improvements, in collaboration with the administrative staff
- Implementing the digitisation of administrative, finance and HR processes
- Overseeing all office procurement and strict adherence to procurement practices
- Responsible for ensuring the organisation's regulatory compliance (e.g. FCRA etc.) through interaction with pertinent statutory and government authorities
- Responsible for all preparatory work for Board meetings and Board Committees
- Ensuring strict adherence to CEEW administrative practices, principles and guidelines

Finance

- Responsible for overall financial accounting and compliance, in collaboration with the finance staff
- Assist in preparation of financial plans, annual budgets, reports and other documentation for the Board and other stakeholders
- Developing deep relationships with all donors and external accountants and auditors
- Ensuring strict adherence to CEEW financial practices, principles and guidelines

Human Resources

- Overseeing overall HR practices
- Streamlining HR processes compatible with the needs of a public policy research organisation
- Developing strategic initiatives to attract and retain high caliber talent
- Managing CEEW's institution-wide initiatives for staff training and capacity building
- Supervising and mentoring administrative, finance, HR, and outreach and communications staff
- Ensuring strict adherence to CEEW HR practices, principles and guidelines

Outreach and communications

- Significant public interfacing on behalf of CEEW
- Overseeing CEEW public events and media outreach

- Ensuring coordination between communications and outreach team and the research teams
- Coordinating with the Lead, Strategic Communications on key initiatives
- Ensuring strict adherence to CEEW branding guidelines

Facility Management

- Responsible for office health and safety
- Responsible for staff security, within and outside office premises (while on duty)
- Responsible for environmentally sustainable practices
- Responsible for compliance with municipal safety and security codes and guidelines

Institution building

- Assist the CEO in medium- to long-term planning for organisational growth
- Identify internal and external risks to the organisation and develop a risk mitigation and crisis management plan
- Managing CEEW's institution-wide initiatives, including library, etc.
- Managing CEEW's strategic projects and strategic partnerships with external stakeholders, such as the CEEW Brain Trust and The Council

Selection Criteria

- Minimum 10 years of work experience in relevant roles
- Preferably Master's degree in business management, public policy and related fields; extensive experience in programme management (preferably in the public policy sector)
- Proven leadership and people management skills
- Good knowledge in enterprise resource management tools
- Ability to work in an interdisciplinary and multicultural environment

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.

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