

About CLEAN:

Clean Energy Access Network (CLEAN) is a member-based association of organisations engaged in the Decentralized Energy sector in India. The network has been established to help entrepreneurs and organisations overcome sector specific challenges and create a platform to project the needs and priorities of the sector by bringing together practitioners and all stakeholders in the energy ecosystem.

The need for a Clean Energy Access Network arises from the fact that while there are a number of enterprises that are involved in addressing the energy access gaps in India, the replicability and scalability of solutions is often a barrier to their growth in addition to the absence of an enabling environment or a supportive ecosystem.

CLEAN is technology and scale agnostic and represents organisations both in electricity and non-electricity energy. It delivers five core sets of services: Policy Engagement, Access to Finance, Skills and Training, Technology and Innovation, and Information & Networking Opportunities. The key objectives of CLEAN include addressing policy and regulatory uncertainty in the DRE sector, availability of skilled human resources, improving the access to finance and technology development driven by innovation to make energy access affordable and reliable.

Role: Chief Operating Officer

Location: New Delhi, India

Last date to apply: 2 Jan 2017; **Position to be filled by** mid/end Jan 2017

Reports to: CEO

Responsibilities:

Organizational plans and performance:

- Improve internal processes towards greater efficiency, transparency and accountability, and ensure process compliance in accordance with Finance and HR manuals of the organisation
- Support the CEO in designing, developing and executing organisation development plans
- Develop and improve metrics to assess the organisation's performance across various external and internal indicators
- Develop strategies to improve the organisational performance across its KPIs in consultation with the CEO

Administration and Finance:

- Take overall ownership and responsibility of the day-to-day operations and administration of the organisation
- Oversee the finance, communications, engagement, administration and outreach activities of the organisation
- Oversee all procurement and contracting of tenders from CLEAN
- Oversee the utilization of annual budget and ensure budget compliance with inputs from the finance and admin team
- Interface with CA, legal, other external consultants as required; Carry out statutory processes from time to time (e.g. FCRA application and follow-up, MHA updates, PF trust creation, etc.); Ensure mid-term and final audit in accordance with timelines
- Regularly brief the CEO on operations and other matters of importance

Reporting and Stakeholder engagement:

- Lead the business development initiatives and assist the CEO in fund-raising activities
- Proactively manage relationships with key stakeholders, including but not limited to Advisory Group, Practitioners, Resource partners and Funders
- Supervise and review Internal Financial Reporting on a monthly basis (including expenses and forecasting disaggregated by programme and funder)
- Review CLEAN's Financial reports being submitted to donors (annual reports, quarterly reports)
- Review Statutory reporting as per government norms

Core Competencies and requirements:

- Minimum 10 years of work experience preferably within the similar sector and organisations, with at least three years of relevant experience as COO or equivalent role managing the operations and administrations for an organisation
- Strong working knowledge and experience in Budgeting, Financial tracking, Statutory compliances and Auditing
- Proven experience in establishing the best practices and standard operating procedures for internal process on finance, procurement, contracting, monitoring and administration side
- Relevant experience in contributing towards institution development would be highly desirable
- Interest in the Energy Access sector in India would be preferable
- Strong networking skills and having existing networks within multilateral, bilateral and other donor/funding agencies would be a strong plus
- Experience in business development and fundraising activities would be desirable
- Highly motivated, responsible, self-directed, resourceful and flexible, ability to multi-task
- Strong engagement and coordination skills
- Strong oral and written communication skills
- Good working knowledge of MS Office (Word, Excel and Powerpoint)

- Strong working knowledge of English and spoken Hindi; Additionally, knowledge of other regional languages is desirable
- Salary will be commensurate with experience/qualifications and in line with the organizational structure.

Those interested, please contact: info@thecleannetwork.org with your CV and a Cover letter articulating your interest in the position. Please mention the Job title in the subject line. For additional information about the genesis, focus areas and some of the ongoing work of CLEAN, please visit www.thecleannetwork.org

CLEAN is an equal opportunity employers and does not discriminate candidates based on their age, gender, caste, origin, or colour.