

GEF-UNIDO-BEE Project

“Promoting energy efficiency and renewable energy in selected MSME clusters in India”

Bureau of Energy Efficiency (BEE) & United Nations Industrial Development Organization (UNIDO) are implementing Global Environment Facility (GEF) funded “Promoting energy efficiency and renewable energy in selected MSME clusters in India” project. Under this project, BEE invites applications for:

Position: Cluster Leader for Jalandhar Hand Tools Cluster

Location: Jalandhar, Punjab

Qualifications:

Essential:

- Bachelor degree in Electrical/Mechanical/Chemical/Foundry Engineering/Technology from a recognized university or institute with minimum 3 years of industrial experience in hand tools and related sectors with good academic record.

OR

- Diploma in Electrical/Mechanical/Chemical/Foundry Engineering/Technology from a recognized board or institute with minimum 6 years of industrial experience in hand tools and related sectors with good academic record.

Desirable:

- Certified Energy Manager/Auditor by BEE.
- Operational experience and knowledge of key technologies processes in the hand tools and related industry.
- Post graduate degree in Electrical/Mechanical/Chemical/Foundry Engineering or Energy/ Management field.

Desirable Experience & Skills:

- Work experience in the implementation & management of energy efficiency/conservation projects in MSME sector will be preferred.
- Knowledge about the fundamentals of MSME operations, its constraints, abilities and relative advantages in the global scenario.
- Energy auditing and field level measurements.
- Ability to present, discuss among the cluster stakeholders and institutions.
- Excellent report writing and communication skills.
- Fluent in English and local language(s).

Remuneration:

- ₹ 40,000 – 60,000/- per month (consolidated).

Contract Duration:

- Minimum 1 year (with possibility of extension to the extent of the project duration).
Initial probation for 6 months

Nature of duties and responsibilities:

1. Provide cluster level support in assessment, planning, designing, Implementing and reporting of proposed activities /interventions in line with the project agenda.
2. Facilitate engagement and active participation of cluster units and stakeholders to widespread project activities and generate cluster momentum.
3. Lead and organize cluster level activities and related logistic arrangements. Regular review with cluster units for their progress on project implementation roadmap.
 - Prepare cluster level energy usage database to form the basis of a benchmarking system
 - Steer preparation of Detailed Project Reports (DPRs) for SMEs by Local Service Providers operating in the clusters.
 - Co-ordinate with MSME unit in the cluster, technical agencies, institutions, Local Service providers for their active involvement and support.
 - Lead the functioning of Energy Management Cells (EMC) in the cluster and carryout regular energy audits.
 - Design and conduct surveys and report findings. Documentation of benefits in the demonstration units and replication units.
 - Extend timely support to Project Management Unit in various project activities.
 - Any other work as may be assigned related to project from time to time.
4. Cluster leader will be reporting to the National Project Manager of the project under overall supervision of National Technology Coordinator and will be guided for day-to-day work by the NTC.

Interested applicants may send their CV, along with a passport size photograph, giving complete details of the educational qualifications and work-experience, in a sealed envelope super-scribed as “**Application for the post of Cluster Leader for Jalandhar Cluster**”, so as to reach **on or before 30th October, 2018**, to –

National Project Manager
GEF-UNIDO-BEE Project
Bureau of Energy Efficiency
4th Floor, Sewa Bhawan,
Sector – 1, R. K. Puram
New Delhi -110066.

For any further clarification, please contact GEF-UNIDO-BEE PMU on 011-26194770/71 or write to gubpmu@beenet.in with ‘Query related to advertisement of Cluster Leader – Jalandhar Cluster’ as subject of the e-mail. Applicants are advised not to share their CV through e-mail, as such mails shall not be entertained and will be summarily rejected.

The applicants must ensure to deliver their applications within the last date. BEE, in any kind shall not responsible for any delay, lost or non-delivery of the applications. The applications received late shall be summarily rejected. Only shortlisted applicants shall be informed about further selection process.

Secretary, BEE