

Bureau of Energy Efficiency
(A Statutory body under Ministry of Power, Government of India)
4th Floor, Sewa Bhawan, RK Puram Sector – 5, New Delhi - 110066

June 14, 2018

Recruitment for the position of “Knowledge Management Specialist”

Bureau of Energy Efficiency (BEE) is a statutory body under the (Ministry of Power, Government of India) established under provisions of the Energy Conservation Act 2001, to promote efficient use of energy and its conservation. Applications are invited for **1 post of Knowledge Management Specialist (KMS)** for GEF-WB-BEE Project “Financing of Energy Efficiency at MSMEs” on contract basis, co-terminus with the duration of the project activities initially for a period up to May 2019, extendable further subject to continuation of the project.

For further details regarding Job Description, Educational Qualification, Age, Experience, and other obligations, please visit BEE’s website www.beeindia.gov.in

**BEE reserves the right to withdraw this advertisement at any point of moment without any prior information to applicants*

Secretary, BEE

Engagement on the position of Knowledge Management Specialist at GEF-WB-BEE Project Management Unit

1. Project background:

The Project "Financing of Energy Efficiency at MSMEs" is part of the Global Environmental Facility (GEF) Programmatic Framework for Energy Efficiency in India with an objective to increase demand for energy efficiency investments in target micro, small and medium enterprise clusters and to build their capacity to access commercial finance. The project aspires to address the current gap in understanding between energy auditors and bank loan officers and demonstrate a viable mechanism of synergic tie up between SMEs, energy auditors, financial consultants/ chartered accountants, local industrial or MSME associations and local bankers.

Bureau of Energy Efficiency (BEE), a Statutory body under Ministry of Power, Government of India, is executing the GEF funded project in association with World Bank and Small Industries Development Bank of India (SIDBI).

The objective of this project is to increase the demand for energy efficiency investments in Micro Small and Medium Enterprise (MSME) clusters in certain identified sectors. The project "Financing Energy Efficiency at MSMEs" is working not only to address the concerns related to increasing energy cost of MSMEs but also assisting MSMEs to charter a sustain growth trajectory and replicate the energy efficiency initiatives.

The work as envisaged under the project has already been completed at the MSMEs located in the clusters around Pune, Kolhapur, Ankleshwar, Tirunelveli, Faridabad, Ludhiana, Varanasi, Dehradun, Thane and Delhi-NCR, and benefits have accrued to these industries by way of realization of major energy savings and reduced CO2 emissions as a result of implementation of measures recommended during the course of project. Further, activities under the project are in progress, and with the expected closing date of May 2019.

BEE has set up a Project Management Unit (PMU) in 2009 - 2010 to coordinate the various activities outlined under the framework of GEF-WB-BEE Project. The PMU is currently staffed with Energy & Environment Specialist (SMEs), Finance Management Specialist, Manager (Media & Awareness), Procurement Specialist and a Project Engineer. It is now proposed to expand the strength of the PMU by inducting Knowledge Management Specialist (KMS) who will lead the PMU to complete all the activities pertaining to this project within the course of timeline with transformational results.

Knowledge Management Specialist will be the overall in-charge of BEE-World Bank GEF project reporting to the Secretary/ Director General, BEE. He/ she will provide coordination support to on-going GEF funded programs under the "Programmatic Framework Project for Energy Efficiency in India". His/her key responsibilities would include, providing team leadership and overall guidance to the MSME project of GEF funded EE programmatic framework. He/ she will coordinate activities of the BEE-GEF-- SME PMU comprising of Energy & Environment specialists, Procurement, FM & Media Specialists.

Knowledge Management Specialist will be accountable for overall planning and monitoring of on-going GEF-WB-BEE program, timely execution, providing analytical knowledge, value addition to the project through innovations, and co-ordination with the various agencies involved.

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2. Duties and Responsibilities –

1. Effective implementation & execution of the overall strategy for the GEF funded SME activities under the guidance of the Secretary /DG BEE
2. ToR for project related consulting packages
3. Coordination of technical assistance; capacity building and knowledge component of the GEF funded Energy Efficiency program for MSME sector
4. Involvement of all stakeholders in the project along with Executing agency requirements
5. Joint implementation responsibility with SIDBI PMU and liaise/ coordinate with other collaborative agencies
6. Meeting stated outputs and deadlines for developing Knowledge Management (components) under GEF EE program which includes dissemination of relevant information on EE programs, national workshops, development of Knowledge Management pricing paper.
7. Provide any other support required by PMU at BEE.

3. Essential Qualifications –

Degree in Engineering from a recognized University and Post Graduate Degree or equivalent in Engineering or Energy.

4. Desirable Qualifications –

Master's Degree or equivalent in Management {Administration/Business/ Energy), Accredited Energy Auditor, Certified Energy Auditor and Energy Manager.

5. Essential Experience –

Fifteen Years (15 years) of professional experience, preferably in the Energy Field, MSME Sector, Knowledge Management, Energy Policy or combined.

6. Desirable Experience –

- It is desirable that the incumbent should have worked in the similar multi-donor/Gol institutional set-up and has managed similar PMU programme with any of the Gol central line ministries and has provided project management and advisory support to Government and development partner agencies.
- Hands –on experience of implementing energy efficiency programs in MSME sector in India;
- Prior experience of working with Gol and multi-lateral donor agencies such as the World Bank, UNDP with sound understanding of reporting requirements for multi-lateral agencies;
- Sound understanding of Indian energy efficiency sector-especially for MSME sector and Building sector with prior exposure to key stakeholders such as Industry Associations; SIDBI; key regulatory agencies;

- Hands-on experience of preparing ToRs for executing agencies; supervision experience; and experience of developing programme for capacity building of all the stake-holder;
- Solid project management and execution with large international agencies;
- Ability to prepare monthly/quarterly report to World Bank/UNIDO/UNDP and ensure timely completion of the SME project;
- Strong conceptual and analytical thinking; interpersonal organizational and management skills;

7. Functional Skills:

- Languages - Fluency in written and spoken English and Hindi is required
- Computer Skills – E-Mail (Full proficient), Internet (Full proficient), Spreadsheets (Full proficient), Word processing (Full proficient), Data Base Software (Expert), Cloud Computing Expert), Portal Management (Expert) and proficient in the MS Office package (Word, Excel, Power Point and Project)

8. Consultancy Arrangement (Remuneration):

Remuneration will commensurate be with the profile and relevant experience of the candidate. No other sum, apart from the consultancy fee, will be payable. Travelling expenses on actual, based on rules and regulations of GOI/BEE will be admissible for tours authorized by the competent authority in BEE.

9. Duration of Contract:

The contract is co-terminus with the duration of project (Tentatively May 2019) and further, extendable further subject to continuation of the project after thorough review of the performance of the incumbent.

All Experience and Age shall be calculated as on January 1, 2018.

10. How to Apply:

The interested applicants may forward their curriculum in prescribed format (annexure) along with 2 passport size photographs and attested copies of certificates/mark sheets, giving complete details of their qualifications and experience with two references, **within 21 days of the date of publication** of the advertisement, to The Secretary, Bureau of Energy Efficiency, 4th floor, Sewa Bhawan, R.K. Puram, Sector-I, New Delhi 110066. Candidates from Government Departments/PSUs/ Autonomous bodies etc. should send their application through proper channel. The Bureau reserves the right to relax the eligibility and other criteria in case of exceptionally outstanding candidates.

Note: BEE will not be responsible for any delays in receiving the applications. However, it is advised to applicants to ensure that their application will be received in BEE Office on or before the last date of the receiving the applications.

11. Selection Procedure:

Shortlisted candidate will be called for interview. The date and place for the interviews shall be intimated later through email to shortlisted candidates.

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**CURRICULUM VITAE PERFORMA FOR THE POST OF KNOWLEDGE MANAGEMENT
SPECIALIST FOR GEF-WB-BEE Project**

1.	Name and Address (in Block Letters)				
2.	Date of Birth (in Christian era)				
3.	Educational and other qualifications required for the post.	(1)	(2)	(3)	
4.	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post				
5.	Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.				
	Office/Institution	Post held	From	To	Scale of Pay and Basic Pay
					Nature of duties (in detail)
6.	Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent				
7.	Additional details about present employment Please state whether working under (indicate the name of your employer against the relevant column) (a) Central Government (b) State Government (c) Autonomous Organization (d) Government Undertaking (e) Universities (f) Others				

8.	Total emoluments per month now drawn	
9..	<p>Additional information, if any, which you would like to mentioned in support of your suitability for the post</p> <p>(This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if the space is insufficient)</p>	
10.	<p>Remarks (The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) wards/ Scholarship/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and (iv) any other information) (Note: Enclose a separate sheet if the space is insufficient)</p>	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Date _____

Signature of the candidate
Address _____

Ph. No. _____
Email _____

Reference:

1)

2)