



We are hiring

Would you like to be part of our dynamic, global and growing team? South Pole is an energetic, global company offering comprehensive sustainability solutions and services. South Pole acts today 'for a better tomorrow'. With offices all around the globe, we accelerate the transition to a climate-smart society. Our vision is "Climate Action for All": We inspire and enable our customers to create value from sustainability-related activities.

To further promote environmentally and socially responsible practices, we are currently looking to recruit a highly motivated and dedicated

Manager Sustainable Cities and Climate Finance (100%) based in New Delhi, India

As part of the Funds and Platforms team within the Consultancy & Services Unit, you will focus on the successful and efficient implementation and administration of our mandates and on the delivery of high quality reports and other materials to our clients. You will take ownership for proposals and mandates to which you are assigned to and will mainly focus on an India-based public sector mandate focused on Sustainable Cities. You will take a significant role in stakeholder engagement, network management, organisation of events and meetings, and communications in these proposals and mandates. With the support of a supervisor for each mandate, you will independently execute tasks related to the development and delivery of accurate, timely, and high quality products and services. If you like working with colleagues from all over the world on multiple projects at the same time, then this might be the next challenge for you!

Tasks and responsibilities

- Planning, coordinating and managing mandates for public and private sector clients, particularly one mandate on Sustainable Cities and Climate Finance
- Delivering high-quality proposals, reports and other deliverables (e.g. presentations, blogs, workshop materials) in English and Hindi as required by the client, project partners or other stakeholders
- Design of project work plans, schedules, budgets and delivery of financial and technical status reports
- Financial and administrative oversight of advisory mandates, including organisation of meetings and compiling meeting reports
- Liaise with partners and clients on specific mandates
- Managing communication activities (website content, mailings and social media)
- Support business development activities of senior staff in the region

Your profile

- Minimum Bachelor's degree in Environmental Sciences, Engineering, Finance, Economics, Accounting, Political Sciences, Communications or related disciplines, a Master's degree is an advantage
- At least 2 years of relevant work experience related to project management, sustainable cities, and/or climate finance. Experience with communications and/or financial management tasks is desired but not mandatory
- Excellent oral and written command of English and Hindi is a must
- Experience working in small teams, ideally within an international and multicultural context
- Demonstrable interest in working on climate change mitigation projects, programs or instruments across sectors and



technologies, especially in India

We offer

- Work in a growing global profit for purpose company with a real commitment to sustainability and fighting climate change
- Excellent team spirit, work within a large and international team of sustainability passionate professionals
- The opportunity to work with a culturally diverse team based around the world

Please apply

If you are interested in joining a young and international team looking to make a difference to the world we would be happy to hear from you! Please send your cover letter and CV directly through our [website](#). If you have any questions regarding this vacancy, please contact us on jobs@southpole.com.