

## Role Profile: Program Lead-Buildings

### Purpose of the role

This role is responsible for leading AEEE's vertical on Buildings, providing technical leadership and growth to its diverse portfolio of projects, and contributing towards enhancing AEEE's credibility and impact as a domain expert. This role is expected to demonstrate a high level of competence and excellence in research projects, excellent project management skill and strong collaboration and leadership abilities.

### Details of the role

<b>Designation</b>	Program Lead (or Senior Program Lead) for Buildings	<b>Function (Job function)</b>	Policy advocacy and research projects related to energy efficiency in the building sector
<b>Grade and Level</b>	Mid to Senior Level (depending on experience)	<b>Job Family (Specific sub-function)</b>	-
<b>Location (City name)</b>	New Delhi, India	<b>Employment type</b>	Full-Time

### Responsibilities:

- + **Provide technical leadership on projects:** Provide technical oversight and guidance to projects and team-members on different work-domains like building efficiency framework, building systems and technologies, and other relevant areas to create excellence in output and to strengthen AEEE's position as a domain expert. Lead or guide data-driven research and analytics to derive meaningful outcomes, including the development of high-quality project deliverables. Amplify the visibility and impact of projects by positioning the highlights to key stakeholders and associated partners, and through other creative means.
- + **Drive towards operational excellence:** Manage the effective execution of all projects under the Buildings vertical, ensuring excellent quality and timeliness of the deliverables. Ensure systematic and resource-efficient working of projects by instilling effective project discipline and operational practices among the team. Monitor project deliverables to ensure progress as per established schedules and budgets.
- + **Cultivate a high-performance team:** Lead by example to cultivate a high-performance team. Drive the team towards excellent performance, by setting the right expectations - formally through the performance evaluation and objective setting process, and informally through timely feedback and coaching. Enhance teamwork and collaboration. Institute a culture of learning and growth through formal and informal mentoring, training, and forums for idea exchange. Help grow the AEEE team with talented members by supporting the recruitment efforts and effective scouting for the right skill-set.
- + **Strengthen AEEE's credibility and positioning as a domain expert:** Provide thought-leadership and direction to activities – internal organizational as well as external - of strategic importance for AEEE. Lead AEEE at various leadership summits and conferences with senior management to represent energy efficiency ideas and vision opted by AEEE. Author as-needed collateral of strategic importance to AEEE, such as white papers, articles, and positioning documents for specific stakeholders. Onboard engagements by extending project presentations to government and private funding agencies and foundations that support EE initiatives and related projects. Provide

effective feedback and inputs to AEEE’s communication and market outreach program towards highlighting organization’s achievements and enhancing its positioning.

- ✦ **Drive and support AEEE’s growth:** Take initiative to expand AEEE’s portfolio of projects by identifying potential clients and tapping opportunities for expanding professional associations, in order to bring in new and innovative projects with international energy efficient norms in buildings. Review research proposals, determine scope functionality and present key elements of the prospective project to major stakeholder and funding agencies. Lead the development of impactful proposals to secure new projects that align with AEEE’s strategic growth. Oversee all arrangements with government institutions and funding agencies to ensure efficient resource budgeting.
- ✦ **Contribute meaningfully towards value added services for members:** Support AEEE members through custom/ syndicate research relevant to the business model. Increase members’ visibility to AEEE projects, such as through quarterly updates to the member community highlighting project activity/milestones. Support the Membership & Training team in the recruitment efforts with as-needed technical support/positioning, as well as in training efforts by supporting the development of training content.

#### Academic qualifications and experience required for the role

<b>Required Educational Qualification &amp; Relevant experience</b>	<ul style="list-style-type: none"> <li>✦ Masters in Architecture, Business Management, Engineering (preferably electrical, mechanical or energy) or any other relevant field</li> <li>✦ A minimum of 10 years of overall experience in a similar position and/or experience with research, project management</li> <li>✦ Sound knowledge of the building energy efficiency related policy and regulatory framework in India and internationally</li> <li>✦ Foundational understanding of building physics and building energy simulation</li> </ul>
<b>Additional Requirements (preferred)</b>	<ul style="list-style-type: none"> <li>✦ PhD in energy, efficiency or related area of work;</li> <li>✦ Knowledge of basic statistical concepts and the ability to deal with large data sets with the help of analysis packages such as STATA, SPSS etc.</li> <li>✦ Experience with another development sector organization</li> </ul>
<b>Required Skills and Attributes</b>	<ul style="list-style-type: none"> <li>✦ Reflects strong leadership abilities</li> <li>✦ Excellent communication (written and oral), collaboration and inter-personal skills</li> <li>✦ Highly motivated and self-driven individual, with the ability to operate independently and manage multiple assignments under tight deadlines</li> <li>✦ Excellent project management and team-building skills</li> <li>✦ Creative thinker with excellent problem-solving, analytical and research skills</li> <li>✦ Passion and initiative to grow self, team and the organization</li> </ul>

#### How to Apply

Interested candidates are requested to send their Cover Letter and CV to [jobs@aeee.in](mailto:jobs@aeee.in)

The position would be open till the time the position is filled.

