



The Indian Council for Research on International Economic Relations (ICRIER) is inviting applications for the position of a **Team Coordinator** for its Climate Change, Urbanisation and Sustainability (CCUS) team.

### **Job Description**

The coordinator will have to assist with various aspects of project management within the team. The expected roles and responsibilities of the post would include:

- Collecting and assimilating project-level and team-level details on a monthly basis.
- Compiling project level information; including timelines, deliverables, personnel assigned, etc.
- Managing details of project finances and expenditures every quarter.
- Following up with internal departments regarding finance, HR and administration related issues.
- Networking and setting up meetings with clients and others.
- Compiling of financial and other documentation needed for new proposal applications.
- Coordinating hiring processes for the team.
- Collating information on publications, events, and media appearances from team members for the ICRIER's Annual Report, etc.
- Updating team's publication schedule and coordinating with members regarding details of their forthcoming journal articles, working papers, newspaper Op-Eds, blogs, etc.
- Helping with team's travel plans and bookings.
- Helping with the team's event plans and related arrangements.
- Other related activities may not have been listed above.

### **Eligibility criteria**

- Relevant academic background – Masters from a reputed university, preferably an MBA or equivalent
- 2–5+ years of experience with an non-governmental or academic institution with a national or international background
- Salary is negotiable based upon candidate's suitability to the post and prior work experience

Interested candidates who fit the eligibility criteria may please send your applications to Sonia Chopra ([schopra@icrier.res.in](mailto:schopra@icrier.res.in)) and Sajal Jain ([sjain@icrier.res.in](mailto:sjain@icrier.res.in)) with subject title **Team coordinator** with a cover letter and detailed resume. Applicants who do not meet the eligibility criteria will get automatically rejected.