

## **CENTRE FOR RESEARCH ON ENVIRONMENT, ECOLOGY AND DEVELOPMENT (CREED)**

CREED is looking for a National Programme Director (NPD) for its Programme on Leadership in Environment and Development (LEAD-India). The NPD should be a distinguished and well-recognized environmentalist having specialized in an area of environmental sciences, technology or economics. Applicants must be sponsored either by an accredited institution or by an environmental scientist, technologist or economist. The job description and other details are given below:

### **Recruitment and terms of appointment**

CREED will be the employer of the NPD and the appointment will be for a term not exceeding two years or for as long as CREED runs the LEAD Programme, whichever is shorter.

### **Job description**

The NDP will direct all operations of the LEAD-India Programme in accordance with the policies and guidelines established by CREED, the National Steering Committee for LEAD-India (NSC) and LEAD International. The NPD will have specific ongoing responsibility for the following:

#### **a) Leadership**

- ◆ Provide leadership and direction to the development and communication of the LEAD Programme's policy and future strategic direction;
- ◆ Work in close partnership with LEAD International, and the NPDs of other Member Programmes in order to harmoniously carry out the objectives of LEAD;
- ◆ Serve as an articulate and effective spokesperson for CREED, NSC and LEAD; and
- ◆ Initiate and develop relationship with external organizations and institutions whose mission and activities are compatible with those of CREED and LEAD.

#### **b) Programme and planning**

- ◆ Establish and monitor the process for the yearly selection of LEAD-India Associates,
- ◆ Ensure that appropriate training is provided to the Associates at the National level and prepare Associates for their participation in the international sessions, and
- ◆ Monitor and participate in the continued development of the LEAD Fellows Programme.

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### **c) Management/Governance**

- ◆ Ensure that the day-to-day operations of the LEAD-India Programme are smoothly and effectively administered; specifically by overseeing the staff recruitment and their activities, and organization system and procedures;
- ◆ Oversee the financial status of the organization; evaluate the budgetary process and cash-flow and make certain that the finance and programme activities are well-coordinated, ensure that appropriate and cost-effective structures and technology are in place and that reporting systems are accurate;
- ◆ Schedule all meetings of CREED and NSC and manage and supervise necessary logistical arrangements for these meetings;
- ◆ Foster cohesive and collegial working relationship with CREED, with NSC and with LEAD Internationally;
- ◆ Submit regular progress reports to CREED, to NSC, and to LEAD International; and
- ◆ Understand the funding community for LEAD and begin long-range planning for possible diversification of funding.

### **Salary**

Depending on the qualifications and experience, a consolidated monthly salary will be paid in Indian rupees, the maximum being equivalent of US \$3000 p.m. The salary, commensurate with the qualifications and experience, will be fixed by CREED.

The candidate will be required to sign a contract with CREED.

Applications should be sent so as to reach the CREED office at the following address within one month of the date of publication of this advertisement:

CENTRE FOR RESEARCH ON ENVIRONMENT,  
ECOLOGY AND DEVELOPMENT (CREED)  
3rd Floor, J.P. House  
118 Shahpur Jat (Near Asiad Games Village)  
New Delhi 110 049