

Job Description – Analyst, India

Job title	Analyst	Location	Delhi, India
Department	Programmes	Length of contract	Permanent
Role type	Permanent	Job level	Analyst
Travel involved	Up to 30% within India and occasional international travel	Safeguarding level	TBC
Reporting to	Manager: Head of India Portfolio Task Manager: Various, across the organisation	Direct reports	N/A

Who we are

Clean Air Fund is a philanthropic initiative that works around the world with governments, funders, businesses and others to deliver clean air for all as fast as possible.

Clean air for all

We all need clean air. Yet globally 9 out of 10 people breathe harmful, dirty air, making air pollution one of our biggest health threats. Over 7 million people die every year as a result of air pollution – more than twice as many as from malaria, tuberculosis and HIV/AIDS combined. The poorest communities, living in the most congested areas, are hit the hardest. Babies, children and older people suffer most. But it's far from only a health problem. Since both air pollution and climate change are mainly caused by burning fossil fuels, they share many of the same solutions.

How we work

From grassroots to government, Clean Air Fund supports partners to accelerate action on clean air. Our grants, research and other activities are delivered globally, at a country level and thematically.

- Through our global programme, we raise the salience of air pollution, galvanise commitment to international targets, support standard setting and knowledge development and mobilise funding. Current global partners include C40 Cities Climate Leadership Group, the World Economic Forum, and the World Health Organisation
- Our work in a small number of 'lighthouse geographies' is designed to test approaches, support change, and learn lessons about what works. We are currently working in India, Poland, the United Kingdom, Ghana, South Africa, Indonesia and alongside the European Union and European Commission
- In addition to our in-country and global activities, we focus on themes such as air quality data, health, and campaigning, as well as specific stakeholder groups such as businesses, to build and support a movement for clean air.



What we offer and expect

The Clean Air Fund is clear on what we offer and what we expect from everyone in the team.

We offer the opportunity to be at the heart of efforts to reduce air pollution across the globe, working with an exceptionally high calibre team. You would be part of shaping a growing and ambitious organisation, benefitting from our support and commitment to your learning and career development.

In return, everyone who works with us is expected to share our values – collaborative, dynamic and evidence-informed – and to do their utmost to deliver our strategic objectives according to their role. As we are growing rapidly, comfort with almost continuous change is vital as is the desire to learn, improve and grow with the organisation.

Portfolio background

Air pollution has emerged as one of the most complex and important development challenges in India. CAF started operating in India in 2019. Its grants are primarily focussed on the Indo-Gangetic Plain region, with the overarching goal of supporting the Government of India to implement its National Clean Air Programme. Our work includes:

- Enabling improved generation of air quality data and evidence to inform policy making.
- Providing technical assistance to sub-national (state and city) governments to support their air quality management.
- Facilitating dialogue and information sharing between a range of stakeholders, such as private sector leaders and healthcare practitioners.

Job purpose

This role helps to deliver the Clean Air Fund's mission through high quality support to core workstreams. This includes the design, management and monitoring of philanthropic initiatives and programmes, project and grant management, as well as the design and management of partnerships and communication efforts. The Analyst will also input into the strategy development of the India portfolio.

Scope of role

The post holder works on projects primarily in India, reporting to the Head of India portfolio. Tasks will combine support with the design of a set of grants, as well as managing and supporting a wide range of projects and workstreams across India. The postholder is responsible for managing their own workload, reporting to their line manager and/ task managers who hold ultimate accountability and budgets for the portfolio.

Key working relationships

The Analyst will interact with:

- Line manager.
- Respective (Task) Managers.
- The Executive Director - Programmes or other members of the Senior Leadership Team for review and approval of grants and contracts.
- The India team.
- The Finance team for budget management and contracting of projects and grants.
- The Monitoring Evaluation and Learning Team in monitoring and evaluating projects, grants and strategies.
- Strategic Partnerships and Communications team for communications and dissemination of work.

Externally, the primary contacts will be,

- Grantees and suppliers for grant and projects.
- Other stakeholders such as policy makers and experts in the field.

Key accountabilities

Project and Grant management (50%)

Working with guidance to support the design, management, monitoring, reporting, and evaluation of projects/grants, including proposal development.

- Support the country lead and portfolio managers to identify, design and manage grant proposals.
- Lead the end-to-end administration of the grant or project management process (from concept formation through to final grant payment and evaluation) including keeping the grant management system (Akoyo Go) updated.
- Track project performance through regular, structured conversations with grantees and through grantee reporting.
- Work closely with members of the Finance team to coordinate payments and review spend, to enable effective cash flow management and reporting.
- Contribute to the Clean Air Fund's reporting to funders and support wider reporting and evaluation activities.

Stakeholder Management (25%)

- Build effective relationships with stakeholders and grantees through clear communication on performance expectations and constructive engagement throughout the lifecycle of the grant or project.
- Be CAF's point of contact for selected external stakeholders to inform portfolio-specific strategy and grant development.

Research and analysis (20%)

- Support development of strategy by conducting research, collating information and/or synthesizing information in initial stages of the process and through close coordination with experts.
- Support fundraising and business development through research and preparing supporting materials which may include inputting into fundraising documents, pitch decks and formulating new project ideas.

Sector Knowledge (5%)

- Develop own capabilities by participating in development activities as well as formal and informal training and coaching.
- Keep abreast of developments within the air quality field in India especially related to stakeholders, policy development, innovation, technology, and air quality analysis.
- Contribute to function corporate planning in relation to own areas of responsibility and stakeholders.

Person Specification

Essential technical competencies

- Experience in project and grant design and management, ideally in an international context.
- Experience working on air quality, environment, health and/ climate issues in India.
- Experience in networking and building strong working relationships with a range of stakeholders.
- Proven experience in context research, data gathering and analysis.
- Proficient in using the latest Microsoft 365 tools, comfortable with cloud-based platforms like Microsoft Teams and SharePoint and adaptable to new ways of working.
- Experience of budget tracking and financial reporting.

Desirable technical competencies

- Advanced university degree in environmental science, public policy or a similar discipline related to climate or air quality, or equivalent relevant professional experience.
- Experience of budget tracking and financial reporting.
- Sound understanding of monitoring, evaluation, and learning principles.
- Knowledge of environmental policies and programmes in India.

Essential behavioural competencies

- Interest in and alignment to CAF mission and values.
- Understanding of working in range of political, cultural and socio-economic contexts, adapting style and approach appropriately and in a sensitive manner.
- Excellent communication skills including grant and report writing, public speaking and keeping both internal and external stakeholders updated.
- Ability to drive and deliver on a busy workload with fluctuating deadlines.
- Proven project management and teamworking skills, including flexibility and enthusiasm.
- A self-starter, resilient, able to work at pace with agility and interpersonal flexibility.
- Courageous in expressing their views, providing input in a timely and constructive manner.

Desirable behavioural competencies

- Dynamic, confident, collaborative and with strong influencing skills.
- Commitment to enabling evidence-based decision making.

Further information

- This is a full-time role based in Delhi, India. A successful candidate will be expected to be based in Delhi or relocate, as needed.
- The post holder must have the right to work in India. Clean Air Fund cannot support visa applications.
- Working from home can be agreed for up to 50% of time.