

Job Description - Senior Analyst, India

Job title	Senior Analyst	Location	Delhi, India
Department	Programmes - India	Role type	Fixed term contract (3 years)
Travel involved	Upto 30% within India and occasional international travel	Reporting to	Head of India Portfolio

Who we are

Clean Air Fund is a global philanthropic organisation that brings together governments, campaigners, researchers, funders and businesses to create a world where everyone breathes clean air.

Clean air for all

We all need clean air to live, grow and thrive. Yet 9 out of 10 people breathe harmful and dirty air, making air pollution one of our biggest health threats. Globally, over 7 million people die every year because 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 often hit the hardest. Babies, children, and older people suffer most.

In addition to harming our health, air pollution is linked to climate change.

It doesn't have to be this way.

Cleaning our air can be a solution to some of society's biggest challenges, from health to climate change, children's development to sustainable economic growth.

How we work

From grassroots to government, Clean Air Fund supports partners to accelerate action on clean air. We do this by:

- funding and partnering with organisations across the globe that promote air quality data and evidence, build public demand for clean air and drive action;
- influencing and supporting decision-makers to act on clean air and to strengthen the air quality cause; and
- working with communities that are disproportionately affected by air pollution and organizations that are willing to support this purpose.

Find out about our 'Clean Air For All' strategy here. [Learn more about where we work here.](#)



What Clean Air Fund offers

We are a growing organisation that is clear about what we offer and what we expect from everyone in the team.

We offer the opportunity to be at the heart of efforts to drive the air quality agenda and tackle air pollution across the globe. You would be joining an ambitious organisation that is expanding the scale of its work year-on-year and is [making a real difference](#).

We provide a competitive reward package, flexible working and a commitment to supporting your learning and professional development.

Everyone who works with us shares our values – collaborative, dynamic and evidence informed –and a commitment to our mission. We are growing rapidly, so comfort with change and the ability to work at pace is vital, as is a desire to learn, improve and develop with the organisation. Find out [here](#) about our values, offices, benefits, salary and commitment to diversity, inclusion and equality.

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 focused 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 supports delivery of the Clean Air Fund's India portfolio by independently managing selected grants, workstreams and partner relationships. The Senior Analyst will contribute to grant design, monitoring, reporting and learning, provide structured analysis to inform portfolio decisions, and support strategy development and fundraising across Clean Air Fund priorities in India.

Scope of role

The post holder works primarily on projects in India, reporting to the Head of India Portfolio. The role includes owning selected grants, partner relationships and workstreams, while supporting the design and delivery of wider India portfolio priorities. The Senior Analyst is expected to manage day-to-day delivery with limited supervision, identify risks and opportunities early, and provide clear recommendations to line and task managers who hold overall accountability for budgets and strategy.

Key working relationships

Internally, the Senior Analyst will engage primarily with:

- Line manager and relevant task managers, typically from the India portfolio to shape and deliver assigned grants/workstreams
- Executive Director – Programmes and other members of the Senior Leadership Team for reviews
- Finance team on contracting, payments, budget review and financial reporting
- MEL team on monitoring, reporting, evaluation and learning across assigned workstreams
- Strategic Partnerships and Communications teams on dissemination, events and external-facing outputs

Externally, the Senior Analyst will engage primarily with:

- Grantees, partners and consultants as day-to-day CAF point of contact for selected grants/projects
- Policy, technical and sector experts to gather insights, test assumptions and support portfolio learning
- Select stakeholders where needed to support grant design, delivery or dissemination

Key accountabilities

Project and Grant management (55%)

- Lead day-to-day management of selected grants and workstreams, from concept development through contracting, monitoring, reporting, payment tracking and closure.
- Support grant design by preparing clear problem statements, partner assessments, budgets, results frameworks and decision-ready recommendations.
- Identify delivery, financial, reputational or compliance risks early and propose practical mitigation actions.
- Review grantee reports and deliverables for quality, completeness, budget alignment and strategic relevance.
- Coordinate with Finance, MEL and task managers to resolve budget, reporting, contracting and delivery issues.
- Contribute high-quality inputs to funder reporting, portfolio reviews and internal decision-making.

Stakeholder Management (25%)

- Own day-to-day relationships with selected grantees, suppliers and external stakeholders.
- Serve as CAF's first point of contact for select grants or workstreams, while escalating strategic or sensitive issues appropriately.

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- Support partner performance through clear expectations, constructive feedback and timely follow-up.
- Convene or support stakeholder discussions, consultations and events that inform portfolio priorities.
- Translate stakeholder insights into practical recommendations for grant design, delivery or strategy.

Research and analysis (15%)

- Conduct and synthesise research to inform grant design, portfolio reviews and strategy development.
- Analyse policy, sector, partner and project information to identify implications for CAF's India portfolio.
- Prepare decision-ready briefs, recommendations, presentations and funder-facing inputs.
- Support development of new grant ideas by assessing strategic fit, partner capability, delivery risks and expected contribution to portfolio outcomes.
- Contribute to learning across the portfolio by identifying patterns from grantee reporting, stakeholder engagement and project implementation.

Sector Knowledge (5%)

- Maintain strong working knowledge of air quality, climate, health, transport, industries, and environmental policy developments relevant to CAF's India strategy.
- Bring sector insights into grant design, partner engagement, reporting and portfolio discussions.
- Support learning across the India team by sharing relevant evidence, policy updates and implementation lessons.

Person Specification

Essential technical competencies

- Significant experience managing projects, grants or partnerships, ideally in an international, philanthropic, non-profit or development context.
- Strong understanding of air quality, environment, health, climate, transport, industries, or public policy issues in India.
- Experience managing external partners or grantees with limited supervision.
- Ability to review reports, budgets, and deliverables for quality, completeness, and strategic relevance.
- Strong analytical skills, including the ability to synthesise evidence and translate it into clear recommendations.
- Strong written communication skills, including decision notes, partner feedback, funder

updates and senior-facing briefs.

- Experience tracking budgets, financial reports, grant payments and delivery risks.
- Proficient in using the latest Microsoft 365 tools, comfortable with cloud-based platforms like Microsoft Teams and SharePoint, adaptable to new ways of working, and an excellent understanding of basic cyber security and data protection hygiene.

Desirable technical competencies

- Advanced university degree in environmental science, public policy, development, climate, health or a related discipline, or equivalent professional experience.
- Experience contributing to strategy, portfolio reviews, evaluation or organisational learning.
- Experience working with government, civil society, research institutions, funders or technical experts.
- Working knowledge of India's air quality policy landscape, including national, state or city-level programmes.
- Expertise in priority sectors such as transport and small industries

Essential behavioural competencies

- Strong alignment with CAF's mission and values.
- Sound judgment, including knowing when to act independently and when to escalate.
- Ability to manage a busy and varied workload with limited supervision.
- Strong communication skills, including the ability to engage partners constructively and brief senior colleagues clearly.
- Confidence to challenge constructively and make evidence-informed recommendations.
- Strong ownership, follow-through and problem-solving orientation.
- Collaborative, resilient and able to operate effectively in a changing environment.

Desirable behavioural competencies

- Ability to influence without formal authority.
- Confidence representing CAF in selected external discussions.
- Ability to support learning, onboarding or informal guidance for junior colleagues or consultants

Further information

- The annual salary for this role is INR 30,00,000
- This is a full time role based in Delhi. Candidates must be based in Delhi or willing to relocate.
- Applicants must be authorised to work in India.
- Home working can be agreed for up to 50% of the time.