

**Job Description – Analyst, India**

<b>Job title</b>	Analyst	<b>Location</b>	Delhi, India
<b>Department</b>	Programmes - India	<b>Role type</b>	Permanent
<b>Travel involved</b>	Up to 30% within India and occasional international travel	<b>Reporting to</b>	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 through high-quality project, grant, research and stakeholder support. The Analyst will help design, manage and monitor grants and partnerships, maintain strong project documentation and systems, and contribute analysis and coordination support to India portfolio strategy, delivery and reporting.

### Scope of role

The post holder works primarily on projects in India, reporting to the Head of India Portfolio. The role combines grant and project coordination, research, partner follow-up, reporting, and administrative support across selected India workstreams. The Analyst is expected to manage their own tasks and timelines, with guidance from the line manager and relevant task managers who hold overall accountability for budgets, strategy and delivery.

### **Key working relationships**

Internally, the Analyst will engage primarily with:

- Line manager and relevant task managers, typically from the India portfolio
- Executive Director – Programmes and other members of the Senior Leadership Team for reviews
- Finance team, especially on contracting, payment tracking and budget documentation
- MEL team, especially on reporting, monitoring and grant learning
- Strategic Partnerships and Communications teams as needed for events, dissemination and partner outputs

Externally, the Analyst will engage with:

- Grantees, partners, and consultants on grant/project coordination, documentation and reporting
- Select experts and stakeholders, with guidance from the line or task manager

### **Key accountabilities**

#### **Project and Grant management (70%)**

- Support the design, management, monitoring, reporting and evaluation of selected projects and grants, with guidance from the line manager and task managers.
- Support proposal development, due diligence, grant set-up, contracting, payment tracking and closure processes.
- Maintain accurate and timely records in Akoya Go, SharePoint and other relevant CAF systems.
- Track project progress through grantee reports, check-ins and structured follow-up.
- Coordinate with Finance on payment requests, budget tracking, financial reports and contract documentation.
- Contribute inputs to funder reporting, portfolio updates and internal reporting processes.

#### **Stakeholder Management (15%)**

- Build professional working relationships with grantees, suppliers and partners through clear communication, timely follow-up and accurate documentation.
- Support coordination of meetings, consultations, events and field-building activities.
- Prepare meeting notes, partner updates and follow-up actions.
- Escalate emerging issues or risks to the line manager or task manager in a timely way.

### **Research and analysis (10%)**

- Conduct desk research, data gathering and basic analysis to support grant design, partner due diligence, stakeholder engagement and portfolio reporting.
- Prepare concise briefs, background notes, meeting materials and event inputs.
- Support fundraising and business development by preparing supporting materials and contributing project examples.
- Track relevant policy, sector and partner developments for the India team.

### **Sector Knowledge (5%)**

- Build knowledge of air quality, climate, health, transport, industries, and environmental policy issues relevant to CAF's India work.
- Participate in learning, training and team discussions.
- Share relevant updates from partners, events or desk research with the India team.

### **Person Specification**

#### **Essential technical competencies**

- Experience supporting project or grant management, ideally in an international, philanthropic, non-profit or development context.
- Familiarity with air quality, environment, health, transport, industries, climate or public policy issues in India.
- Experience conducting desk research, data gathering and basic analysis.
- Strong writing and documentation skills, including briefs, meeting notes, reports and partner communication.
- Ability to track budgets, payments, deliverables and reporting timelines accurately.
- 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 working with grantees, consultants, civil society organisations, government stakeholders or research institutions.
- Understanding of monitoring, evaluation and learning principles.
- Knowledge of Indian environmental policies and programmes.
- Expertise in priority sectors such as transport and small industries

**Essential behavioural competencies**

- Interest in and alignment with CAF’s mission and values.
- Strong attention to detail and ability to follow through on tasks.
- Ability to manage a busy workload with changing deadlines.
- Clear written and verbal communication skills.
- Collaborative, responsive and willing to learn.
- Comfortable asking questions, seeking guidance and escalating issues early.
- Resilient, organised and able to work at pace.

**Further information**

- The annual salary for this role is INR 20,00,000
- 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.