

## **Programme Associate – Urban Climate Change Programme**

### **Purpose**

The Programme Associate will be a key driver of FST's Urban Climate Change Programme, leading initiatives that strengthen the resilience of vulnerable urban communities and catalyse climate dialogue across the region. This role combines programme management, policy analysis, and stakeholder engagement to deliver innovative, evidence-based solutions to urban climate challenges.

### **Key Responsibilities**

#### **Programme Management**

- Design, implement, and monitor programmes with clear results frameworks, ensuring delivery on time and within budget.
- Conduct participatory, evidence-based assessments of community needs.
- Co-develop strategies and action plans with local communities, ensuring inclusivity and sustainability.
- Track programme performance using measurable indicators and adapt strategies as needed.

#### **Research and Policy Analysis**

- Lead primary and secondary research on urban climate change issues.
- Analyse and synthesise data on mitigation, adaptation, climate finance, waste management, and nature-based solutions.
- Provide policy recommendations to inform government and institutional decision-making.

#### **Stakeholder Engagement & Partnerships**

- Build and maintain strong relationships with government agencies, donors, peer organisations, and community groups.
- Facilitate multi-stakeholder dialogues to ensure knowledge transfer and collaborative problem-solving.
- Represent FST in regional and national forums on climate change and urban resilience.

#### **Outreach & Capacity Building**

- Organise workshops, training sessions, and roundtables to promote awareness and capacity development.
- Develop training modules, toolkits, and communication materials tailored for diverse audiences.
- Support community-led advocacy and awareness campaigns.

#### **Knowledge Management & Reporting**

- Draft high-quality technical reports, policy briefs, and publications.
- Document innovative strategies, lessons learned, and best practices.
- Contribute to monitoring, evaluation, and learning (MEL) frameworks to strengthen programme accountability.

### **Qualifications**

#### **Education**

- Master's degree (or equivalent) in Urban Planning, Environmental Science/Management, Climate Change, Sustainable Development, or related fields.

#### **Experience**

- 4–6 years of professional experience in project/programme management related to urban development and climate change.

- Proven track record in policy analysis, programme implementation, and stakeholder coordination.
- Experience working with government institutions, donors, and community-based organisations is highly desirable.

**Soft Skills**

- Exceptional writing and oral communication skills in English.
- Strong interpersonal, networking, and organisational abilities.
- Ability to work independently, manage multiple priorities, and thrive in a team environment.

**Knowledge**

- In-depth understanding of climate change policies, programmes, and global best practices.
- Familiarity with international frameworks such as the Paris Agreement, SDGs, and urban resilience strategies.

**Application Process**

Interested candidates should apply to the **Executive Director** at [careers@fstindia.org](mailto:careers@fstindia.org) immediately. Shortlisted candidates will be invited for a formal written test and interview before final selection. Kindly submit your resume on or before 15<sup>th</sup> December'2025. For more details about the organization, please visit [www.fstindia.org](http://www.fstindia.org).

**Salary:** 4 to 4.5lacs per annum depending on the experience.