The CII-ITC Centre of Excellence for Sustainable Development invites applications from interested professionals to join its team in Delhi-NCR.

CII-ITC Centre of Excellence for Sustainable Development is on a mission to provide innovative ideas and solutions, in India, and globally, to enable business, and its stakeholders, in sustainable value creation. It does so by providing knowledge, capacity building, and recognition services to business.

The Centre is providing management systems services since last 20 years and is a pioneer in providing ISO 9001, 14001 & 18001 management systems in India. To strengthen its service portfolio, the Centre is seeking environmental professionals to fill one position for Executive Officer for Management Systems portfolio.

## Position(s): 1

## Role: Associate Counsellor

## Job Summary

## The Centre is looking for an Associate Counsellor to play a significant role in execution, client management and undertake implementation of consulting projects on Management Systems (majorly ISO 14001, 18001, 14064, 50001) and trainings (internal & external) on the same standards as above.

## The position is based in National Capital Region with considerable travel within India. The Associate Counsellor shall report to Principal Counsellor of the Centre.

## Responsibilities

## The key responsibilities of the incumbent will include:

* Undertake management systems implementations assignments
* Develop management systems manuals for client organizations.
* Conduct NABET accredited management systems trainings.
* Maintain a knowledge management system to facilitate knowledge accumulation.
* Create organizational and services literature and other forms of briefing materials
* Assist seniors in developing proposals

## Skills and Competencies

* Domain knowledge of management systems - such as ISO 14001, 18001, 14064, 50001 etc.
* Advanced knowledge of various manufacturing and service sector companies, their risks and challenges at the domestic (and preferably international) market
* Analytical approach to understand issues and develop solutions
* Team player with the ability to multitask and learn on the job
* Strong written and verbal presentation skills
* Good working knowledge on MS Office

## Qualifications Required

* Minimum five years work experience, preferably with two years of corporate experience in environment, management systems or a related field
* Postgraduate degree in engineering/science from a reputed institution
* Lead Auditor certificate will be an asset

## Common information

## Compensation

Offers shall be commensurate with the qualifications, experience, and salary history of the selected candidate.

## Location

National Capital Region

Confederation of Indian Industry is an equal opportunity employer.