

**Job Title:** Executive  
**Location:** New Delhi

### **About CII**

The Confederation of Indian Industry (CII) is a non-government, not-for-profit, industry-led and industry-managed organisation, playing a proactive role in India's development process as the country's premier business association. Founded over 118 years ago, it has over 7100 members, from the private as well as public sectors, including SMEs and MNCs, and an indirect membership of over 90,000 enterprises from around 257 national and regional sectoral industry bodies.

### **About CII-ITC Centre of Excellence for Sustainable Development**

A pioneering effort by CII, the CII-ITC Centre of Excellence for Sustainable Development creates a conducive, enabling environment for Indian businesses to pursue sustainability goals. It creates awareness, promotes thought leadership, and builds capacity to achieve sustainability across a broad spectrum of issues. The Centre fulfils its mission – to build knowledge and skills, drive innovation and advance leadership for sustainability – through a series of initiatives, including:

- Policy advisory, research and advocacy – creating platforms for engagement with regulators and key policy makers and bringing an industry perspective to the table during the formation of environmental legislation.
- Executive education services which instruct professionals on the tools and global standards for sustainability
- Consulting on a gamut of corporate sustainability management issues

### **Job Description**

The Centre is looking for a professional to play a significant role in outreach to corporates for the CII-ITC Sustainability Awards and associated training programmes.

The Executive will be responsible for marketing and organising assessments of companies applying for Awards, will support in co-ordination during the Awards cycle. CII-ITC Sustainability Awards is Centre's flagship product which aims to mainstream sustainability in corporate India by recognizing and rewarding outstanding corporate achievements in sustainability.

### **Responsibilities**

The key responsibilities will include assisting Awards Team in:

- Promotion for Awards and Assessors training programmes, explaining to applicants about the process of assessment and the value associated by applying for Awards and for being a sustainability assessor. To generate revenue from applications and assessor training.
- Doing analysis of applications received from companies at preliminary, desk assessment and site assessment for presenting results to the Jury.
- Preparing analysis for the jury meetings at both stages.
- Preparing service agreement for assessors, get availability of assessors for conducting assessment.
- Allocating applications online and mapping assessors on webtool for conducting assessment
- Analyse the feedback survey from applicants and assessors regarding the award process and consolidating them.
- Preparation of feedback reports at different stages. This includes companies whose applications do not qualify to the final stage and also for companies who get recognised.

- Preparing feedback for companies on different
- Any other responsibilities as entrusted from time to time.

**Skills Required**

- Presentable communication skills – written and spoken.
- Good working knowledge of MS Office and Excel
- Ability to work effectively in teams as well as independently
- Ability to work effectively within tight timelines

**Qualification Required**

- Preferably a graduate/ postgraduate (any field) or background in Sustainability would be mostly preferred.
- At least three years of relevant experience in coordinating with Corporates and PSU's

**How to apply**

The interested candidate should forward their CV along with current CTC to [executive.education@cii.in](mailto:executive.education@cii.in). **by 28<sup>th</sup> September 2023**

Please note only shortlisted candidates will be contacted.