

Executive Officer: Circular Economy and Resource Efficiency

The Confederation of India Industry-ITC Centre of Excellence for Sustainable Development ([CESD](#)) invites applications from interested and committed professionals to join its circular economy and resource efficiency team in New Delhi.

About CII-ITC CESD

The Centre of Excellence for Sustainable Development, now in its 21st year, drives sustainable, environmental, inclusive and climate-friendly transformations among stakeholders. It is the ecosystem creator for sustainable development in India and builds collaborative initiatives for enhancing actions; design data-driven digital tools and frameworks for capacity development and advocates for policy reforms to advance responsible business practices.

Responsibilities

The Centre is looking for a self-driven individual who is keen to strengthen its engagement efforts in circular economy and resource efficiency. Key deliverables include

- Helping with coordination and day-to-day running of an existing multi-stakeholder initiative on plastic packaging ([India Plastics Pact](#))
- Secondary data collection and consolidation of published reports
- Project documentation, developing concept notes, proposals, reports and research papers along with research and data analysis.
- Understanding and documenting proceedings / summaries related to project activities
- End-to-end support in project management

The job requires primarily assisting team members in the day-to-day operations of an existing large multi-stakeholder platform initiative on plastics. The incumbent will also contribute to other aspects of the Centre's work on circular economy and resource efficiency. The candidate should have working knowledge of sustainability and the concept of circular economy in general. The candidate should have demonstrable experience in writing documents, conducting primary and secondary research, analysis, and writing analytical reports and papers.

Location

New Delhi

Education

For this position, candidates should have completed a master's degree, in a relevant field such as environmental studies, environmental science, sustainable development, or economics.

Experience

- Applicants should have 4-5 years of relevant experience within the sustainability or environment or development sectors.
- Prior experience in circular economy and plastics is a plus.
- Experience should include data analysis, MS-Excel skills and competence in MS-Word.

- Demonstrable experience in managing projects.

Skills

- Strong oral and written communication skills in English with the ability to summarize and communicate insights into presentations
- Ability to grasp quickly
- Think logically and in a structured manner
- Work well independently and in a team, under time constraints
- Take initiative and complete assigned tasks to a high standard.

How to apply

To apply please send your CV and a letter explaining your suitability for this opportunity, to nandini.kumar@cii.in and shourjomay.c@cii.in with the subject line Name of candidate – Application for CE and RE team by 15 April 2026.

- Confederation of Indian Industry is an equal opportunity employer.
- Please note that we will not be able to notify all applicants. Only shortlisted candidates will be notified about the interview date.