

Madhya Pradesh Clean Development Mechanism Agency
LCA Building, Paryavaran Parisar, E-5 Arera Colony, Bhopal

Walk-in interview

The Madhya Pradesh Clean Development Mechanism Agency, Bhopal requires following personnel as per the details given below:

(a) Assistant to CEO (One)

Graduate in any discipline with Hindi/ English Stenography exam passed from MP Board or recognized institutes. Proficiency in computer application and ability to converse in English and Hindi. **Salary:** Rs.12,000 -P.M. consolidated, initial appointment on contract for one year . Those in Government job along with the above requirements in the pay scale 9,300-38,400+4,200 may also apply.

(b) Assistant General Manager (one)

Government employees along with other requirements in the pay scale 15,600 -39,100+6,600 may also apply with their respective ACR Grading. Retired government employees may also apply.

Interested candidates may attend Walk in Interview for the post (a) on **May 2, 2011 at 11.00 am** and for post (b) on **May 5, 2011 at 11.00 am** with all testimonials at the address mentioned above. No TA/DA shall be paid for attending the interview.

Note : For Educational and other qualifications and experience requirements, the details may be obtained at website www.epco.in

Chief Executive Officer.

Madhya Pradesh CDM Agency

Terms of Reference for Assistant General Manager

Background

Clean Development Mechanism is one of the three flexibility mechanisms (other two being **Joint Implementation** and **International Emissions Trading**) laid down at the **Kyoto Protocol** for helping the parties to help meet their emission targets in a cost effective way. Clean Development Mechanism allows emission reduction projects in developing countries (non Annex countries) to earn CERs (Certified Emission Reductions), each equivalent to one tone of carbon dioxide. These CERs can be traded and sold and utilized by industrialized countries to meet a part of their emission reduction targets under Kyoto Protocol. Thus, countries listed in Annex I of the UNFCCC can purchase CDM credits, and non Annex I countries can host CDM projects. The Mechanism stimulates Sustainable Development and Emission Reductions while giving industrialized nations some flexibility in how they meet their emission reduction targets

Kyoto Protocol is an international agreement linked to the UN Framework Convention on Climate Change (UNFCCC). Major feature of the Kyoto Protocol is that it has set binding targets for 37 industrialised countries and the European Community (EC) for reducing GHG emissions. These amount to 5% against the 1990 levels over a five year period of **2008-2012**.

Green house gases listed in **Kyoto Protocol** are six- Carbon-di-oxide (CO₂), Methane (CH₄), Nitrous oxide (N₂O), Per fluoro carbons (PFC), Hydro fluoro carbon (HFC), Sulfur Hexa fluoride (SF₆)

Functions of MP CDM Agency

MP Clean Development Mechanism Agency has been constituted under the MP Society Registration Act-1973 on 5th October 2010.

Clean Development Mechanism is a multidisciplinary and multi-sectoral issue. Various departments are implementing major development programs of the state. To mainstream Climate Change concerns, in these programs MP CDM Agency will work in close collaboration with line departments, hence relationship with these departments would be of crucial significance.

MP CDM Agency's capacity to translate the basic tenets of climate change mitigation into action largely depends on its own strength to play an active role in policy planning process of the State and also how it develops into a think tank (Advisory role) to bring new and researched knowledge. It would prepare State to take up pro-active action on emerging issues and increase its capacity to respond in a more informed basis to the issues raised by civil society at large.

Objectives of CDM Agency

- a) Advise State Government on issues related to Sustainable Development, Climate Change and Clean Development Mechanism
- b) Explore possibilities for taking up CDM projects.
- c) Identify Government, semi government or nongovernmental institutes and individuals working in the area of GHG reductions
- d) Information dissemination and education about reduction of GHG emission in the society
- e) Take up research based studies or promote such activities
- f) Facilitate implementation of approved CDM or GHG reduction related projects

Madhya Pradesh CDM Agency

Terms of Reference for Assistant General Manager

Duties and Responsibilities of Assistant General Manager:

Under the Supervision of General Manager, MPCDM Agency and overall supervision of the CEO, MP CDM Agency the position of the Assistant General Manager is seen as a key resource for shouldering following technical and managerial responsibilities of MP CDM Agency:

- Coordination, preparation and implementation of CDM projects and other related projects on Climate Change under MP CDM Agency.
- Preparation of Annual Work Plans / Business Plans for CDM Agency
- Identifying potential CDM Projects with government/non-government/private sectors in Madhya Pradesh.
- Identification of project partners / agencies of appropriate experts, consultants and explore possibilities of mutual support
- Developing and maintaining a vibrant network of relations with academic institutions, NGOs and other stakeholders involved in CDM.
- Identify and liaison with agencies for Capacity Building of various stakeholders on CDM.
- Implementation of Capacity Building activities.
- Provide technical support to General Manager, MP CDM Agency in preparing monthly/ Quarterly / half yearly/ and annual work plans & progress reports.
- Liaison with various funding agencies / government / non government institutions / corporates in developing program documents, providing editorial support, work plans, terms of references etc.
- Initiate knowledge management initiatives in CDM & Climate Change Sector.
- Work in close coordination with MP CDM Agency to identify various potential areas of mutual cooperation / creating awareness among stakeholders at district level on Clean Development Mechanism by participating or / organizing workshops and seminars
- Draft correspondence and documents; finalize correspondence of administrative nature; edit reports and other documents for correctness of form and content.
- Coordinate Annual Reviews, thematic studies and third party evaluations.
- Develop and share regular updates on project progress and leanings. Review communications products (i.e. reports, films, studies etc) to ensure adherence to the communications strategy and MP CDM institutional guidelines, advise project partners on these guidelines
- Any other task assigned by the General Manager, CEO, DG, MPCDMA.

**Madhya Pradesh CDM Agency
Terms of Reference for Assistant General Manager**

Recruitment Qualifications	
Education:	<p>Master degree or equivalent in relevant field (Science & Engineering Preferred)</p> <p>Candidates with experience in the field of Energy, Renewable Energy, Environmental Management, Waste management, Forestry, Agriculture and Transportation are encouraged to apply for the position</p> <p>Government employees can also apply with their respective ACR Grading for the position</p>
Knowledge and Skills	<ul style="list-style-type: none"> • At least 15 years of Progressive Work Experience • Hands on work experience in implementation of CDM Projects • Knowledge on various aspects of Carbon Finance • Strategic planning, strong leadership and effective team management. • Excellent management, coordination, analytical, communication and presentation skills. • Strong knowledge and understanding of CDM project cycle and Climate Change issues • Excellent project management skills • Result orientation and ability to work independently and meeting deadlines. • Partnership development and networking skills. • Promoting innovations, fair judgment; strong gender sensitivity. • Good planning and organizing skills and ability to be a team player • Computer skills (word processor, spreadsheet, PowerPoint)
Language Requirements:	<ul style="list-style-type: none"> • Fluency in English including good writing skills • Fluency in Hindi

Interested candidates fulfilling the criteria mentioned above can send in their details in the prescribed proforma and attach separate CVs upto April 30, 2011 till 5.30 PM at the following address-

The Chief Executive Officer,
MP Clean Development Mechanism Agency
LCA Building ,Paryavaran Parisar, E-5 Arera Colony , Bhopal MP
Phone 0755 2460141, 2460142

Please superscribe the envelop “Application for the post of Additional General Manager MP CDM Agency.” Only short listed candidates will be called for personal Interview.

**Madhya Pradesh CDM Agency
Terms of Reference for Assistant General Manager**

Form of Application for the post of Assistant General Manager , MP CDM Agency					
Name:					
Date of Birth					
Educational Qualification:	HSSC				
	Graduation				
	Post Graduation				
	M.Phil/ PhD				
Current Department/Organization/ date of retirement :					
Present Designation:					
Present Pay Scale/ last drawn pay in case of retired employee:					
No. of years working on this pay scale:					
ACR Grading of last 5 years:	2006-07	2007-08	2008-09	2009-10	2010-11
Experience in CDM if any:					

Please attach a latest CV with this form.