

TERMS OF REFERENCE

Role	Programme Manager - DSM
Objective	<p>The Program Manager will be responsible for the overall project planning and progress toward the implementation. He will be responsible for monitoring, maintaining, and adjusting the project plan (based on the input and deliverables of team members), providing implementation experienced leadership strategies to the Executive Sponsor, and ensuring the effectiveness of the officers assigned to the project. Other specific responsibilities may include:</p>
Responsibilities	<ul style="list-style-type: none"> ○ Conduct or facilitate the Implementation Project Kick-off and Status meetings. ○ Directs all planning and monitors the activities of the regional teams required to meet overall program goals ○ Manage the stakeholder relationships. ○ Approve the implementation schedule and project plan. ○ Measurement of plan vs. actual with variance analysis. ○ Continually monitor scope, time frame, budget and risk
Desired Skills and Experience	<ul style="list-style-type: none"> ○ Minimum 14 years of experience preferably in one of the following domains: Discom, Energy Efficiency, Power, Energy Audits, Climate Change, and Environmental Management or similar functional areas. ○ Proven ability to deliver projects on time and on budget while communicating with key senior leaders ○ Specific understanding of DSM principles ○ Knowledge of customer service principles ○ Should be comfortable in computer usage and MS Office skills ○ Should possess excellent communication, interpersonal, and analytical skills ○ Should possess understanding of Power sector/ Energy Efficiency and/or Demand Side Management
Qualification	<p>A Bachelor's degree in Electrical/Electronics & Telecommunication/Mechanical or Master's Degree in Economics. Adequate experience in the field of energy efficiency could be treated in lieu of qualification relaxation.</p>
Contract Term	<p>The initial term of the contract will be 2 years extendable by another one year based on review of performance.</p>

Role	Regional Manager – DSM
Responsibilities	<ul style="list-style-type: none"> ○ Coordinate with about 8 DISCOMs under the BEE-DSM programme ○ Provide day to day project management and oversight of the project. ○ Track project status and provide status reporting ○ Promote adherence to the project schedule ○ Track issues and manage the resolution process ○ Define change and risk management strategies to assure early identification and complete, expeditious resolution; ○ Provide a framework for developing fundamental project management skills in the project team to ensure effective tracking of project status;
Desired Skills and Experience	<ul style="list-style-type: none"> ○ Minimum 12 years of experience preferably in one of the following domains: Discom, Energy Efficiency, Power, Energy Audits, Climate Change, and Environmental Management or similar functional areas. ○ Proven ability to deliver projects on time and on budget while communicating with key senior leaders ○ Specific understanding of DSM principles ○ Knowledge of customer service principles ○ Should be comfortable in computer usage and MS Office skills ○ Should possess excellent communication, interpersonal, and analytical skills ○ Should possess understanding of Power sector/ Energy Efficiency and/or Demand Side Management
Qualification	A Bachelor's degree in Electrical/Electronics & Telecommunication/Mechanical or Master's Degree in Economics. Adequate experience in the field of energy efficiency could be treated in lieu of qualification relaxation
Contract Term	The initial term of the contract will be 2 years extendable by another one year based on review of performance.

Role	Project Manager
Objective	Coordinate the implementation of the DSM/CSR deliverables. The role has to lead a successful implementations, meeting timelines and budget requirements, working through DISCOMS/regions.
Responsibilities	<ul style="list-style-type: none"> ○ Develop an implementation checklist to ensure that regional implementation teams can be set up to ensure successful implementation ○ Build an implementation plan with timelines, corresponding to the release plan, in conjunction with delivery teams, ○ Identify potential issues and risks early in the implementation to develop mitigation strategies and contingency plans ○ Track end user satisfaction and continued engagement
Desired Skills and Experience	<ul style="list-style-type: none"> ○ Minimum 9 years of experience preferably in one of the following domains: Discom, Energy Efficiency, Power, Energy Audits, Climate Change, and Environmental Management or similar functional areas. ○ Proven ability to deliver projects on time and on budget while communicating with key senior leaders ○ Specific understanding of DSM principles ○ Knowledge of customer service principles ○ Should be comfortable in computer usage and MS Office skills ○ Should possess excellent communication, interpersonal, and analytical skills ○ Should possess understanding of Power sector/ Energy Efficiency and/or Demand Side Management
Qualification	A Bachelor's degree in Electrical/Electronics & Telecommunication/Mechanical or Master's Degree in Economics. Adequate experience in the field of energy efficiency could be treated in lieu of qualification relaxation.
Contract Term	The initial term of the contract will be 2 years extendable by another one year based on review of performance.

Role	Business Consultant
Objective	<p>The expert will perform a wide range of activities including energy efficiency (EE) and demand side management (DSM) program evaluation, program and policy planning, and market and technology assessments. This includes involvement and interaction with utility companies, program implementers, government agencies, industry representatives, trade organizations, end-use customers, and efficiency advocates.</p>
Responsibilities	<ul style="list-style-type: none"> ○ Performing technical and economic analyses; data collection; spreadsheet creation and management to identify customer needs relative to energy use ○ Identify opportunities for DSM programs based on customer knowledge/market research ○ Determine program types to meet customer needs/achieve load shape objectives ○ Assist researcher in conducting field performance measurement and data collection ○ Prepare utility, technology, and customer data for DSM analysis ○ Evaluate options and choose programs for further design ○ Design programs, including delivery channel, partnership development, administrative procedures, promotion plan and evaluation plan ○ Monitor pilot and demonstration programs ○ Manage program implementation ○ Manage any bid development, selection and contract management
Desired Skills and Experience	<ul style="list-style-type: none"> ○ At least 7 years of relevant work preferably in one of the following domains: Discom, Energy Efficiency, Power, Energy Audits, Climate Change, and Environmental Management or similar functional areas. ○ Specific understanding of DSM principles ○ Knowledge of customer service principles ○ Understanding of financing methods for DSM ○ Understanding of utility billing process and systems ○ Understanding concepts of load shape and diversity ○ Understanding purposes for load research ○ Appropriate applications of market research in DSM planning ○ Understanding of DSM program types ○ Ability to conduct secondary research ○ Knowledge of various methods of DSM program evaluation ○ Knowledge of existing utility application process and databases ○ Should be comfortable in computer usage and MS Office skills

Qualification	<ul style="list-style-type: none"> ○ Should possess excellent communication, interpersonal, and analytical skills ○ Should possess understanding of Power sector/ Energy Efficiency and/or Demand Side Management ○ Preference will be given to candidates in the same location as the DISCOM
	A Bachelor's degree in Electrical/Electronics & Telecommunication/Mechanical or Master's Degree in Economics. Adequate experience in the field of energy efficiency could be treated in lieu of qualification relaxation.
Contract Term	The initial term of the contract will be 2 years extendable by another one year based on review of performance.

Role Financial Analyst	
Responsibilities	<ul style="list-style-type: none"> ○ Performing economic analyses; data collection; spreadsheet creation and management to identify business cases relative to efficient energy use ○ Analysis of ARR of Discom to take up utility-based DSM program ○ Identify opportunities for DSM programs based on customer knowledge/market research ○ Determine program types to meet customer needs/achieve load shape objectives ○ Evaluate options and choose DSM programs for further design ○ Design innovative techno-commercial business models to scale-up DSM programmes ○ Monitor pilot and demonstration programs ○ Manage any bid development, selection and contract management
Desired Skills and Experience	<ul style="list-style-type: none"> ○ At least 2 years of relevant work experience ○ Specific understanding of DSM principles ○ Knowledge of customer service principles ○ Understanding of financing methods for DSM ○ Understanding of utility billing process and systems ○ Understanding concepts of load shape and diversity ○ Understanding purposes for load research ○ Appropriate applications of market research in DSM planning ○ Understanding of DSM program types

Qualification	<ul style="list-style-type: none"> ○ Ability to conduct secondary research ○ Knowledge of various methods of DSM program evaluation ○ Knowledge of existing utility application process and databases ○ CA/ICWA ○ Ability to resolve complex finance and accounting issues ○ Should be comfortable in computer usage and MS Office skills ○ Should possess excellent communication, interpersonal, and analytical skills ○ Should possess understanding of Power sector/ Energy Efficiency and/or Demand Side Management ○ Preference will be given to candidates in the same location as the DISCOM
Contract Term	<ul style="list-style-type: none"> ○ CA/ICWA. Adequate experience in the field of energy efficiency could be treated in lieu of qualification relaxation. <p>The initial term of the contract will be 2 years extendable by another one year based on review of performance.</p>

Role	Technical Analyst
Responsibilities	<ul style="list-style-type: none"> ○ Performing technical analyses; data collection; spreadsheet creation and management to identify customer needs relative to energy use ○ Identify opportunities for DSM programs based on customer knowledge/market research ○ Determine program types to meet customer needs/achieve load shape objectives ○ Assist researcher in conducting field performance measurement and data collection ○ Responsible for overall coordination with Discom/EESL and team management. ○ Prepare utility, technology, and customer data for DSM analysis ○ Evaluate options and choose programs for further design ○ Design programs, including delivery channel, partnership development, administrative procedures, promotion plan and evaluation plan ○ Monitor pilot and demonstration programs ○ Manage program implementation

Desired Skills and Experience	<ul style="list-style-type: none"> ○ Manage any bid development, selection and contract management ○ Minimum 2 years of relevant work experience preferably in one of the following domains: Discom, Energy Efficiency, Power, Energy Audits, Climate Change, and Environmental Management or similar functional areas. ○ Specific understanding of DSM principles ○ Knowledge of customer service principles ○ Understanding concepts of load shape and diversity ○ Understanding purposes for load research ○ Appropriate applications of market research in DSM planning ○ Understanding of DSM program types ○ Ability to conduct secondary research ○ Knowledge of equipment and processes for appropriate sector(s) ○ Knowledge of methods to calculate energy use in buildings, processes, appliances, lighting and other equipment in appropriate sectors ○ Knowledge of energy use and appropriate energy efficient technologies ○ Should be comfortable in computer usage and MS Office skills ○ Should possess excellent communication, interpersonal, and analytical skills ○ Should possess understanding of Power sector/ Energy Efficiency and/or Demand Side Management ○ Preference will be given to candidates in the same location as the DISCOM
Qualification	<ul style="list-style-type: none"> ○ A Bachelor's degree in Electrical/Electronics & Telecommunication/Mechanical. Adequate experience in the field of energy efficiency could be treated in lieu of qualification relaxation.
Contract Term	<p>The initial term of the contract will be 2 years extendable by another one year based on review of performance.</p>

Salary Structure

S.No.	Post	Consolidated Salary	Conveyance Allowance	Mobile & Data Card	PF (Employer contribution)	Total Remuneration per Month
1	Programme Manager	1,10,000	20,000	5,000	14,971	1,49,971
2	Regional Manager	95,000	12,000	5,000	12,930	1,24,930
3	Project Manager	78,000	6,000	5,000	10,616	99,616
4	Business Consultant	55,000	5,000	2,500	7,486	69,986
5	Technical Analyst	40,000	3,000	1,500	5,444	49,944
6	Financial Analyst	40,000	3,000	1,500	5,444	49,944

General Information and Instruction:-

- The Candidates should possess the minimum eligibility criteria as on 01/06/2014.
- Upper Age Limit-upto 55 years. Only Indian nationals are eligible to apply.
- Before applying, the candidates should ensure that they fulfill the eligibility criteria and other norms mentioned in this advertisement.
- Candidature is liable to be rejected at any stage of the recruitment process if any information provided by a candidate is found to be incorrect. In case any statement is found to be false or any discrepancy is noted in the particulars furnished by a candidate after his/her appointment, his/her service is liable to be terminated without any notice.
- Incomplete applications are liable to be rejected.
- Candidates meeting the eligibility criteria would be shortlisted in order of merit. Selection will be done on the basis of Group Discussion followed by interview of thus shortlisted candidates to be held at the EESL office. Letters/Emails would be issued to the shortlisted candidates for the purpose of attending the GD/Interview.

- Applications in the prescribed form, along with self-attested copies in respect of Proof of Age, Educational Qualification, Experience etc. should be sent to our Delhi office to the Assistant Manager (HR), Energy Efficiency Service Limited, Hall No-2,3rd Floor, NBCC Tower,15 Bhikaji Cama Place, New delhi-110066 (**till 03/06/2014 upto 4.00 pm**). Applications received after the prescribed time would not be entertained. Candidates will have to produce the originals of the certificates at the time of interview.
- Name of the post applied for should be superscripted on the envelope.

For any further clarification, please contact HR Division (HR), EESL (Ph. No:-09891427674)
Interested candidates may download the application form.