

TERMS OF REFERENCE

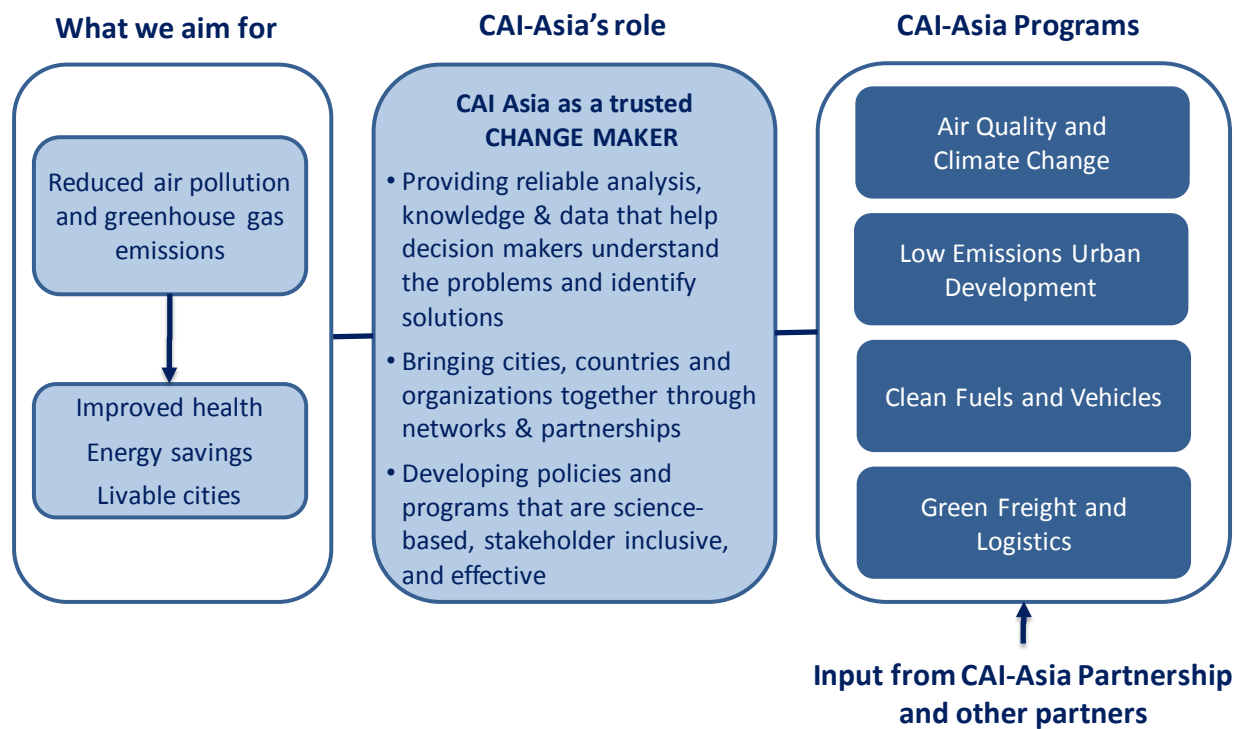


Position Title: Transport Specialist
Location: Clean Air Initiative for Asian Cities (CAI-Asia) Center Beijing Office
Duration of Appointment: 2 year contract (with 3 months probation); to be renewed at the end of contract based on satisfactory performance
Application closing date: 15 June 2012
Estimated Start Date: 1 August 2012

I. BACKGROUND

With its expanding work on transport, CAI-Asia is looking for an additional Transport Specialist to for its programs related to transport, i.e. Low Emissions Urban Development; Clean Fuels and Vehicles, and Green Freight and Logistics.

The mission of the Clean Air Initiative for Asian Cities is to “promote better air quality and livable cities by translating knowledge to policies and actions that reduce air pollution and greenhouse gas emissions from transport, energy and other sectors.” CAI-Asia was established as a leading multi-stakeholder initiative by the Asian Development Bank, World Bank and USAID in 2001, and operates since 2007 as an independent non-profit organization. CAI-Asia has offices in Manila, Beijing and Delhi, networks in eight Asian countries (China, India, Indonesia, Nepal, Pakistan, Philippines, Sri Lanka, and Vietnam) and is a UN recognized partnership of more than 230 organizations in Asia and worldwide.



CAI-Asia leads efforts to enable Asia's 2500 cities reduce both air pollution and CO₂ emissions, and thereby contribute to more livable cities with blue skies and a low carbon footprint. Emissions can be reduced through policies, plans, programs and concrete measures that cover air quality, transport and industrial emissions, and energy use.

As the premier air quality network for Asia, CAI-Asia uses knowledge and partnerships to help cities and national governments understand the problems, identify solutions and implement these effectively. Our four programs are: Air Quality & Climate Change, Low Emissions Urban Development, Clean Fuels and Vehicles, and Green Freight and Logistics. Our flagship event since 2002, the Better Air Quality conference, brings together more than 500 practitioners, policy makers and the private sector. BAQ has proven to shape policies, initiate new projects and establish partnerships. BAQ 2012 will be held in Hong Kong in December 2012.

II. RESPONSIBILITIES AND SCOPE OF WORK

Under the direct supervision of the relevant Transport Program Manager and the head of the China Office, the Transport Specialist will take a lead role in the implementation of one or more of the programs relating to transport in collaboration with the Manila, China and India Office as well as other Country Network offices.

A. Project development and implementation

- Keep track of trends and developments relevant to either low emissions urban development, clean and efficient fuels and vehicles, and/or green freight and logistics management in Asia and its co-benefits to identify opportunities for new and innovative programs and projects.
- Working closely with the Transport Program Managers and heads of the China Office, to identify, develop and secure funding for project proposals.
- Lead the implementation of selected projects including preparation of work plans, monitoring progress of implementation, output delivery, quality assurance, evaluation, and budget and contract administration.
- Support the Transport Program Managers and heads of China Office to maintain existing linkages with strategic partners and donors in China and develop new ones.

B. Capacity Building and Knowledge Management

- Work together with Transport Program Managers and heads of China Office to lead research and transport-related studies in Asia, create briefs and profiles on policies, projects, initiatives, and other materials relevant for the various programs.
- Represent the CAI-Asia Center in workshops, seminars and conferences on transport and related areas.
- Write articles for publication and inclusion in the Clean Air Portal and other relevant publications.
- Provide information, technical support, and review relevant outputs/reports under the various programs and regional projects.
- Provide input to the development and delivery of training modules and courses on transport and related areas.

C. Management and Organizational Development

- Plan and oversee the work of team members under transport related projects that are managed by the Transport Specialist.
- Participate in office and regional Team Meetings (at the office location or via teleconference), annual County Network Summits held in Manila, and 2-yearly Better Air Quality (BAQ) Conferences held in a different Asian city each time.
- Support the Transport Program Managers and heads of China Office in determining the future direction of the transport related programs.
- Deliver other tasks assigned by the Transport Program Managers and heads of China Office.

III. ELIGIBILITY REQUIREMENTS AND CRITERIA

- A university degree in transportation planning, urban planning, mechanical engineering, environmental sciences, and/or transport-related discipline. An advanced degree in transportation related degrees is an advantage
- At least 3 years of relevant experience in transport and related areas
- Research experience
- Project management and organization skills
- Excellent oral and written communication skills, fluency in English and Chinese, initiative and good interpersonal skills
- Ability to work independently and as part of multi-cultural and multi-disciplinary team
- Proficiency in Microsoft Office applications required, and database, statistics software, and website development experience is an advantage

IV. DURATION, REMUNERATION and OTHER BENEFITS

The selected candidate will be appointed for an initial two-year period to be renewed at the end of contract based on satisfactory performance. The base monthly remuneration is competitive and can vary subject to the candidate's professional qualifications and work experience. CAI-Asia provides 24 days paid leaves and observes 11 public holidays per year. Government-mandated employee benefits will also be provided. CAI-Asia provides opportunities for travel domestically and internationally.

V. HOW TO APPLY

Quoting reference application Specialists in the subject line, applicants should email their application letter and current CV (as Word attachments) in *English* to Mr. Herbert Fabian (center@cai-asia.org), no later than **15 June 2012**, 5:00 pm, Manila time.

All applicants should state the reasons for their interest in the position, relevant details of qualifications and experience, and contact details for three referees.

Only short listed candidates will be contacted. For further information on the position please contact China Director at yan.peng@cai-asia.org.

For more information on CAI-Asia see www.cleanairinitiative.org, www.citiesact.org, www.baqconference.org