

**CEE**  
Centre for Environment Education

**Name of the Position:** Project Officer – Reporting and Traceability

**Duty Station:** New Delhi

**Duration of the contract:** Till December 2028 (extension based on performance/project extension)

**Remuneration:** Negotiable monthly based on experience, skills, and qualifications

**About CEE:**

Centre for Environment Education (CEE) was established as a Centre of Excellence of the Ministry of Environment & Forest and Climate Change Government of India, working in the field of environmental education and education for sustainable development. CEE develops innovative programme and educational material and builds capacity in the field of Environmental Education (EE). CEE is an internationally acclaimed institution in the field of EE, Education for Sustainable Development (ESD) and anchored the GEF Small grants of UNDP for nearly 20 years, in promoting 400+ hands-on action projects through civil society in Climate Change, Biodiversity Conservation, Land degradation, Waste & Chemicals and lastly International Water. It has a long-standing experience and expertise in addressing its primary mandate of improving public awareness and understanding of the environment with a view to promoting the conservation and sustainable use of nature and natural resources.

With nearly 300 team members, 30 offices across India and 17 programmatic thrust areas, CEE is a unique example of an institution that is dedicated to building capacity in order to address sustainable development concerns of India and other developing countries.

CEE operates through a multidisciplinary team of experts and the fact that teams at CEE are multidisciplinary and multi-skilled, very often, do have some area of overlap in their work profiles. The team of programme staff combined with the skills of technical staff brings in-genuine combinations of expertise.

**About the Project:**

Centre for Environment Education is implementing a project on ‘**Sustainable Circularity in Plastics - Rural & Urban Landscapes**’. This is one of the sustainable waste management initiatives of HDFC Bank and CEE at the national level. The project aims to minimize negative impacts and risks to environment and to human health in the pilot areas in both rural and urban landscapes with strong focus on local closed loop systems approach where waste is collected, processed and reused within the local areas.

This model provides decentralised, community level and led solutions. Creating local jobs and lower carbon emissions. Moving away from traditional systems which see waste equals problems but here waste seen as a resource and improved efficiencies lead to cost reductions.

The strategy is multi stakeholders approach through an integrated model directed to address immediate causes with support from HDFC BANK and co-financing funding (both in-cash and in-kind) from the state and central government funds, NGOs/Companies contributions as waste management agencies (WMAs), by establishing an Swachh Sustainable Business Models (SSBMs) following the circular economy principal for improved dry & plastic waste

management by establishing – DRY WASTE Material Recovery Facilities as Swachh Centres (SCs), in line with the emerging MOEFCC GOI “National Resource Efficiency Policy” and the “National Materials Recycling Policy”.

**Job role:**

The purpose of this assignment is to have effective reporting and traceability system in place under ‘Sustainable Circularity in Plastics - Rural & Urban Landscapes’ in cities and villages.

The Project Officer - Reporting and Traceability will be responsible for implementing the reporting activities of the Project; assisting the Project Manager in preparing Monthly/Quarterly/Annual reports on project progress and will monitor the project activities on a regular basis, developing and maintaining the MIS of the Project and will be responsible for the collection & analysis of different data in relation to the project activities.

The Project Officer - Reporting and Traceability will work in close collaboration with the project team, implementing partners and the donor. S/He will be reporting to the Sr. Program Director, CEE.

**Qualifications and experience requirements:**

Master’s degree in Social Sciences/Social work/Environment Science with a minimum of 6 years of M&E experience is required at the state or national level. Experience in the usage of computers and office software packages (MS Word, Excel, etc.).

Good analytical, communication, interpersonal and presentation skills on the impacts from project.

**Scope of Work:**

- **M&E Framework Design:** Develop comprehensive M&E plans aligned with project goals, including KPIs, baselines, targets, and logical frameworks.
- **Data Collection & Management:** Design tools and systems for collecting accurate, quality quantitative and qualitative data; maintain consistency across field activities.
- **Data Analysis & Reporting:** Analyze data to assess progress; prepare regular reports with actionable insights for management, donors, and stakeholders.
- **Evaluation & Learning:** Plan and conduct mid-term, final, and impact evaluations; document lessons learned; facilitate learning sessions and recommend improvements.
- **Capacity Building:** Train and support project staff and partners in using M&E tools and processes effectively.
- **Compliance & Accountability:** Ensure adherence to donor and organizational standards; manage feedback and accountability mechanisms.
- **Stakeholder Engagement:** Collaborate with communities and partners for data collection and knowledge sharing; present findings in accessible formats; support fairs, exhibitions, and knowledge workshops.
- **Additional Tasks:** Perform other duties as assigned by senior management in multiple projects.

Interested applicants to apply immediately at <https://www.cceindia.org/career/>