

**CEE**  
Centre for Environment Education

**Name of the Position:** Project Officer –Facility management and Partnership

**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 and Chemicals and lastly 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 efficient operations at Swachh Centers (Material Recovery Facility and/or Material Recycling Centre), including floor plan, machinery placements, power requirements, Health, security, and Safety aspects and effective linkage and partnership with the Recyclers and small aggregators under ‘Sustainable Circularity in Plastics - Rural & Urban Landscapes’ in cities and villages.

The Project Officer –Facility management and Partnership will be responsible for MRF construction and operations including the machinery purchase and partnership at different level including the Recyclers, Small Aggregators, Informal Sector, District/State/National Level.

The recruited Project Officer –Facility management and Partnership will report and work in close collaboration with the project manager, implementing partners and the donors.

**Qualifications and experience requirements:**

B. E. (Civil / Mechanical / Electrical) or Architecture/ Management with 05 years of experience in facilities management.

Experience in the linkage/partnership development with different stakeholders is required.

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

**Scope of Work:**

- **Facility Planning & Maintenance:** Oversee site layout, machinery placement, and utility planning; ensure high operational, maintenance, and cleanliness standards.
- **Health, Safety & Environmental Compliance:** Ensure EHS compliance, maintain safety equipment, and conduct staff trainings on safety, sustainability, and green practices.
- **Stakeholder Linkages & Coordination:** Build partnerships with recyclers, bulk generators, aggregators, and government departments to strengthen project implementation.
- **Sustainability & Resource Efficiency:** Monitor energy and utility usage, promote conservation practices, and support cost-saving initiatives.
- **Awareness & Training:** Develop and disseminate IEC materials; conduct trainings on recycling, EHS, and environmental policies for staff and partners.
- **Technology & Vendor Evaluation:** Visit and assess vendor facilities and technologies related to dry/plastic waste management to support project goals.
- **Additional Tasks:** Perform other duties as assigned by senior management in multiple projects.
- Interested applicants to apply immediately at <https://www.cceindia.org/career/>