

CEE
Centre for Environment Education

Name of the Position: Project Assistant – Administration support.

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 support proper office functioning under the implementation of ‘Sustainable Circularity in Plastics - Rural & Urban Landscapes’ in cities and villages.

The recruited Admin. Assistant will be responsible for performing a variety of administrative tasks for the and any other tasks assigned. He/She will be reporting to Sr Program Director.

The recruited Admin. Assistant will work in close collaboration with the Sr. program Director, project team and implementing partners.

Qualifications and experience requirements:

Bachelor’s degree in Business Administration, Commerce, Management, or a related field. Master’s preferred.

Proficiency in MS Office (Word, Excel, PowerPoint) and email handling with Good written and verbal communication skills.

Minimum 03 years of professional experience in Office Management, or Administrative Services.

Scope of Work:

- **Office Administration & Facility Management:** Oversee daily office operations, manage supplies, ensure upkeep of office space, and coordinate repairs or maintenance services.
- **Travel Desk Management:** Arrange domestic and international travel including ticket booking, accommodation, local transport, and preparation of travel itineraries for staff and guests.
- **Asset Management & Maintenance:** Maintain updated records of office assets, ensure periodic servicing and maintenance of equipment (computers, printers, furniture, etc.), and support asset audits.
- **Documentation & Filing:** Organize and maintain physical and digital records of correspondence, invoices, travel bookings, and administrative documentation.
- **Meeting & Event Coordination:** Schedule and support meetings, workshops, and events; handle venue setup, logistics, minute-taking, and follow-ups.
- **Additional Tasks:** Perform other duties as assigned by senior management in multiple projects.

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