

Vacancy Notice

Project Architect For Marketing

BUILDING Energy Efficiency in Nepal (BEEN) is a four-year project with funding support from European Union under its SWITCH-Asia Grants Programme. Universität Innsbruck (Austria) in partnership with MinErgy Private Limited (Nepal), Greentech Knowledge Solutions Pvt Ltd (India) and Asociación Española de Normalización (Spain) is implementing this project with an overall objective to contribute to the development of low-carbon and resource-efficiency in the Nepalese building sector by integrating energy efficiency (EE) and renewable energy (RE) measures in design and construction of new buildings and in retrofitting of existing buildings.

MinErgy Private Limited invites application for the position of **Project Architect for Marketing** for BEEN project from interested candidates.

Position:	Project Architect for Marketing
Project:	BUILDING Energy Efficiency in Nepal (BEEN)
Duty station:	Kathmandu, Nepal
Reports to:	Market System Development & Communications Officer
Starting Date:	September, 2024

1. Job Summary

The Project Architect for Marketing will primarily be responsible for supporting the market development and communication components of the Project in collaboration with the Market System Development & Communications Officer. The personnel will lead the technical aspect to finalise marketing & communication materials and digital/print content, layouts while support in organising exhibitions and events. S/he will support liaison with stakeholders, and support in marketing BEEN's trained MSMEs while promoting energy efficiency (EE) and renewable energy (RE) in buildings.

2. Responsibilities

- Support in developing and disseminating marketing and communication materials targeted for end-users, Building-MSMEs, and partner municipalities
- Support in identifying, writing and validating case studies and success stories to enhance marketing of EE & RE measures
- Assist in validating digital/print content for the marketing & knowledge products, project's website, social media platforms, and other communication channels
- Collect relevant technical information and validate to produce marketing materials
- Engage in Simulation Studies, Design Charrette and Performance Monitoring
- Summarize technical information generated from technical works of the Project, and generate publishable documents for marketing purposes
- Support in design, estimation and supervision of demonstration structures created for marketing purpose
- Support in marketing of capacitated-MSMEs for their market expansion
- Support in managing database of MSMEs, vendor identification, and technical information update for BEEN's match making platform

- Engage in survey, data collection, meeting with different stakeholders
- Support in organizing marketing events/participate in marketing events
- Participate in training activities, public engagement events, workshops, and exhibitions, providing expert presentations and answering technical/marketing queries
- Participate in project organized events, workshops, training, field visits
- Prepare detailed reports as per requirement
- Work closely with the technical team members to ensure alignment with project objectives and scope
- Perform other functions as required and directed by the Market System Development & Communications Officer

3. Minimum Requirement

- Minimum of a Bachelor's Degree in Architecture
- Minimum of 2 years of experience in Architecture
- Minimum 1 year experience in marketing
- Preferably having an understanding of energy and environment-friendly building technologies
- Proficient writing skills
- Proficiency in Microsoft Word, Excel, or equivalent software
- Proficiency in design software (e.g., AutoCAD; Adobe Creative Suite: InDesign, Photoshop, Illustrator, Acrobat, Premiere Pro, After Effects, Lightroom)

4. How to apply

- Interested individual applicants are required to submit:
 - 1-page cover letter explaining interest in the position and highlighting marketing experience in the building sector
 - Proof of required educational qualification
 - Scanned proof of experience or an embedded link to marketing work
 - Scanned proof of experience or an embedded link to proficiency in design software
 - CV not exceeding 2 pages
 - PAN certificate
- The required documents are to be mailed to info@beenproject.org with subject "Application for the position of Project Architect for Marketing" by 5:00 pm on 21st August 2024.
- Qualified female candidates and candidates from ethnic minorities, socially excluded and disadvantaged groups are preferred.
- MinErgy reserves the right to approve or disapprove any application.