

**JOB DESCRIPTION**

Job Title: **Team Leader – Energy Security**

Work Unit: Georesources and Energy Programme (GEP)

Geoscience, Energy and Maritime (GEM) Division

Responsible To: Deputy Director – Georesources and Energy Programme (GEP)

Responsible For: 3 Direct Reports (1 Energy Expert – PAWES Project; 1 Energy Officer; 1 Coordination Expert [OPERA])

Job Purpose: The position of Team Leader – Energy Security is one of the four senior positions within the Georesources and Energy Programme of the Geoscience, Energy and Maritime Division. This position will focus on providing advice to Pacific Island countries and territories (PICTs) on policy and regulatory matters, and renewable energy and energy efficiency, spearheading and coordinating the implementation of the Framework for Energy Security and Resilience in the Pacific (FESRIP) and monitoring the region’s progress on SDG 7, participating in GEP’s resource mobilisation efforts, and coordinating SPC’s effort in implementing PICTs Nationally Determined Contributions (NDCs) relating to energy transition. The position works with teams across the GEM Division in Climate Change and Resilience domains.

The Team Leader – Energy Security will be working with internal and external counterparts to develop and progress joint renewable energy and energy efficiency proposals for submission to donors and partners. This position is responsible for effective coordination of tasks with PICTs and development partners in tracking progress against energy targets.

Date: January 2022

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| **Organizational Context:** |



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| **Key Result Areas (KRAs):** |

The position of Team Leader – Energy Security encompasses the following major functions or Key Result Areas:

1. Leadership and management
2. Coordinating and monitoring the implementation of the Framework for Energy Security and Resilience in the Pacific (FESRIP) 2021-2030
3. Spearheading the resource mobilisation / fundraising efforts for the Georesources and Energy Programme

4. Leading and coordinating the implementation of other energy activities

***The performance requirements of the Key Result Areas are broadly described below***

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| **Jobholder is accountable for** | ***Jobholder is successful when*** |
| **KRA 1: Leadership and Management (20%)*** Provide sound leadership to the Energy Security Unit (ESU)
* Provide mentorship to team members and support their professional development
* Planning, prepare annual work plan and budget for the ESU
* Liaise with the PCREEE, NDC Hub and MTCC to ensure better collaboration and complementarity of efforts
* Ensure ESU collaborates effectively with relevant projects / programmes within GEM Division, other SPC Divisions and external partners
* Provide the necessary support to the Deputy Director - GEP and GEM Division Director
* Represent SPC at relevant national, regional and international meetings
 | * Team efficiency, moral and motivation maintained /enhanced
* Team knowledge, skills and confidence enhanced
* Work plan implemented successfully and in a timely manner and within budget
* Enhanced collaboration and complementarity of efforts with PCREEE, NDC Hub and MTCC
* Effective collaboration across GEM Division, SPC and with external partners
* Deputy Director GEP and Director GEM Division effectively supported
* SPC’s priorities, needs and services well-articulated in national, regional and international meetings
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| **KRA 2:** **Coordinating and Monitoring the implementation of the FESRIP 2021-2030 (30%)*** Develop the FESRIP Brief Outline every 3 years in consultation with PICTs and partners
* Coordinate the implementation of the FESRIP Brief Outline in partnership with PICTs and partners
* Enhance engagement with existing partners and seek their support through Technical Assistance and/or funding for the implementation of the FESRIP
* Explore and establish new partnerships that will strengthen the implementation of the FESRIP
* Coordinate the gathering of relevant data and information to track progress against energy targets, including SDG-7
* Organise events such as national and regional energy investment forums, in collaboration with partners, to attract investment in the energy transition across PICTs
* Provide regular updates on the implementation progress of the FESRIP and SDG 7 to SPC Executives, PICTs, partners and Energy Ministers
* Provide regular update and seek guidance from the Deputy Director - GEP
 | * FESRIP Brief Outline developed in collaboration with PICTs and partners
* FESRIP Brief Outline implemented in partnership with PICTs and partners
* Engagement with existing partners enhanced, and Technical Assistance and/or funding support secured
* New partnerships established that support the establishment of the FESRIP
* Relevant energy data and information gathered and implementation progress tracked
* National and regional energy events successfully organized and supported and reasonable investment in energy secured across PICTs
* Regular updates on the implementation of the FESRIP provided to SPC Executives, PICTs, partners and Energy Ministers
* Regular updates provided to Deputy Director – GEP and his/her guidance sought
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| **KRA 3:** **Spearheading the Resource Mobilisation / Fundraising efforts for Energy (20%)** * Assist the Deputy Director – GEP and provide sound advice to him/her in relation to GEP’s resource mobilization efforts
* Collaborate with the SPC’s Integration and Resource Mobilisation Office (IRMO) and GEP Volunteers to progress GEP’s resource mobilization efforts
* Work with members of GEP Resource Mobilisation Committee (RMC) in discussing, developing, reviewing and submitting project concept notes and proposals (including Theory of Change, Logical Framework, and concept notes) to donors
* Lead GEP’s effort in developing joint energy concept notes and proposals with relevant partners and submitting them to donors
* Explore new partnerships / funding opportunities to support the implementation of the FESRIP 23 priority initiatives with partners / donors / philanthropies, private sector, etc
* Participate in GEP’s RMC meetings and other activities including brainstorming / planning, information sharing, meetings with partners and donors, etc
 | * Appropriate assistance and sound advice relating to resource mobilisation provided to Deputy Director – GEP
* Collaboration with IRMO and Volunteers on resource mobilisation efforts established and strengthened
* In collaboration with other GEP RMC members, project concept notes and proposals developed, reviewed and submitted to donors
* In collaboration with relevant partners, joint energy concept notes and proposals completed and submitted to donors
* New partnership / funding opportunities identified and specific FESRIP priority initiatives selected for funding consideration
* Actively participated in GEP RMC meetings such as brainstorming /planning, information sharing, meetings with donors and partners, etc.
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| **KRA 4: Leading and coordinating the implementation of other Energy Activities (30%)*** Lead / coordinate SPC’s assistance in the implementation of specific tasks of the EDF11 FSM Sustainable Energy (FSM.SE) Project
* Provide technical assistance and advice to PICTs on energy policy, Minimum Energy Performance Standards (MEPS) and other aspects of energy
* Coordinate the implementation of the Pacific Energy Gender Strategic Action Plan (PEGSAP) 2020-2030
* Discuss and agree with the Pacific NDC Hub the countries’ NDCs that can be implemented by SPC alone and/or in collaboration with other partners
* Coordinate the implementation of specific NDCs in consultation / collaboration with the countries and partners
* Provide sound advice and technical assistance to the OPERA Coordination Expert and ADB in relation to the engagement of Consultants and the implementation of OPERA activities.
* Coordinate the planning and implementation of other GEP energy projects in collaboration with the beneficiary countries and partners
* Facilitate the engagement of consultants / external advisers, as and when necessary, to conduct specific GEP energy tasks
 | * Specific tasks of the FSM-SE Project successfully completed
* Technical assistance and sound advice provided to PICTs on energy policy, and MEPS and other energy aspects
* PEGSAP implemented in collaboration with relevant partners
* With the endorsement of the Pacific NDC Hub, specific country NDCs identified and agreed to be implemented by SPC and / or partners
* NDCs implemented by SPC and partners successfully completed
* Sound advice and technical assistance provided to the OPERA Coordination Expert and ADB regarding the engagement of Consultants and the implementation of OPERA activities
* GEP energy project successfully completed in collaboration with the beneficiary countries and partners
* Consultants / external advisers engaged and their assigned tasks successfully completed
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**Note**

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and supervisor as part of the performance development process.

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| **Work Complexity:** |

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| Most challenging duties typically undertaken:* Ability to deal with a multitude of national, regional and international stakeholders amid competing demands and deadlines
* The coordination of the implementation of the FESRIP
* Raising funds to ensure resources are available to support the work of ESU
* Provide advice to Deputy Director of GEP, and the Director of GEM Division
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| **Functional Relationships & Relationship Skills:** |

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| Key internal and/or external contacts | Nature of the contact most typical |
| **External*** Counterparts in the Departments / Ministries of Energy, Climate Change and Transport
* Power Utilities and Independent Power Producers
* Importers and retailers of electrical appliances
* SEIAPI and its members
* Research institutions and industries
* Consultants
* Donors and partners
 | Country work priorities, stakeholder consultations, and awarenessPlanning, and preparation and implementation of work plansCoordination, collaboration, and partnershipsFunding and financial issuesReporting |
| **Internal*** Director GEM Division
* Deputy Director – GEP
* GEP staff
* GEM Division staff
* Other policy and governance team at GEM Division and SPC
 | * Decision making
* Divisional and programme strategy, planning and resource allocation.
* Work plan development and approval
* Fundraising, and partnerships
* Finance and auditing
* Professional development and mentoring
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| Level of Delegation: |

The position holder:

- May manage a budget in consultation with GEM Director and/or Deputy Director of GEP.

- Able to sign standard letters on SPC letterheads for travel and implementation of work plan.

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| **Personal Specification:** |

*This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current position holder has.) This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.*

**Qualifications**

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| Essential: | Desirable: |
| * A master’s degree in a relevant field such as energy, renewable energy or climate change mitigation
 | * Demonstrated experience in energy, renewable energy and energy efficiency.
* Relevant experience in international development and multi-stakeholder coordination
* Demonstrated ability to raise external funding.
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**Knowledge/Experience**

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| Essential: | Desirable: |
| * At least 10 years of relevant experience in the energy sector with 5 years of leadership experience at project/programme management level
* Demonstrated ability to prioritise and deliver timely and high-quality project outputs and outcomes
* Experience in research and analysis, including in-depth technical knowledge in an energy sub-sector
* Experience in fundraising, proposal preparation and project management
* Previous experience working with donors and developing country partners
* Strategic planning and organisational development experience
* Awareness of the PICTs energy policy and status
* Demonstrated ability to engage with donors, partners and other stakeholders
* Excellent oral and written English communication skills
 | * 5 years of experience working in the Pacific and/or a developing region
* Demonstrated ability to take initiatives and work without supervision
* High level of interpersonal skills and work in a cross-cultural environment
* Willingness to undertake frequent travel both within and outside the region
* Excellent computer skills, including high proficiency in Microsoft Office and use of the Internet.
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**Key Skills/Attributes/Job Specific Competencies**

The following levels would typically be expected for the 100% fully effective level:

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| Expert level | * Provide sound technical advice to Deputy Director - GEP and Director -GEM Division
* Identify and advocate for new/innovative ideas and solutions that will help GEP address its challenges and fulfill its purpose
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| Advanced level | * Critical thinking and foster partnerships
* Support and contribute to teamwork and GEP’s fundraising effort
* Leadership and management skills
* Excellent coordination and negotiation skills
* Advocacy skills with ability to identify innovative solutions
* Excellent report writing, planning and organising skills
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| Working knowledge | * Knowledgeable in energy frameworks and policies
* Familiar with many aspects of energy
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| Awareness | * Gender and cultural sensitivity issues of working in a male dominated sector and the Pacific region
* SPC goals and policies
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**Key Behaviours**

*All employees are measured against the following* ***Key Behaviours*** *as part of Performance Development:*

* Commitment/ Accountability
* Professional/Technical Expertise
* Teamwork
* Customer Focus
* Effective Communications & Relationships
* Leadership
* Coaching and Development
* Strategic Perspective

**Personal Attributes**

* Motivate and team building
* Team player
* Multitasking role
* Passing of knowledge and skills
* High level of commitment

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| **Change to Job Description:** |

From time to time it may be necessary to consider changes in the job description in response to the changing nature of the work environment - including technological requirements or statutory changes. Such change may be initiated as necessary by SPC. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.