



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION
ORGANISATION DES NATIONS UNIES POUR LE DEVELOPPEMENT INDUSTRIEL
ORGANIZACION DE LAS NACIONES UNIDAS PARA EL DESARROLLO INDUSTRIAL

**VACANCY ANNOUNCEMENT
TEMPORARY APPOINTMENT OF PROJECT PERSONNEL
INTERNAL/EXTERNAL**

Female candidates from all Member States are particularly encouraged to apply.

| | |
|---------------------------------|--|
| Vacancy Announcement No: | VA2019_ISA_EXT_0000012 |
| Duty Station: | Cabo Verde |
| Date of Issuance: | 24 January 2019 |
| Post Title and Level: | ECREEE Senior Program Management Expert, ISA-Senior Specialist |
| Type of Appointment: | Individual Service Agreement |
| Employment Fraction: | NonStaff-Regular |
| Closing Date: | 14 February 2019 |

Organizational Context

UNIDO is the specialized agency of the United Nations that promotes industrial development for poverty reduction, inclusive globalization and environmental sustainability. Its mission is to promote and accelerate inclusive and sustainable industrial development (ISID) in developing countries and economies in transition. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the recently adopted 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development in the next fifteen years. UNIDO's mandate in SDG-9, calls for the need to "Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation". Accordingly, the Organization's programmatic focus is structured in three thematic priorities: * Creating shared prosperity * Advancing economic competitiveness * Safeguarding the environment.

UNIDO delivers its services through the following four complementary and mutually supportive core functions: (a) technical cooperation activities; (b) analytical and policy advisory services; (c) standard- setting and compliance and (d) convening and partnership role. Such core functions are carried out in Departments/Offices in its Headquarters, Regional Offices and Hubs and Country Offices.

The Programme Development and Technical Cooperation (PTC) of UNIDO is responsible for providing technical cooperation services on technological and economic issues and is organized in the following departments: Department of Partnerships and Results Monitoring, Department of Agri-Business Development, Department of Trade, Investment and Innovation, Department of Energy and Department of Environment. Furthermore, PTC has a close cooperation with other field based Centers and Offices, such as the Investment and Technology Promotion Offices, forming the extended field network of UNIDO.

The position is located under Department of Energy in Climate Policy and Partnerships Division (PTC/ENE/CPP) which is responsible for coordinating integrated policies, global partnerships and global fora in the field of sustainable energy and climate change.

The Division positions UNIDO strategically in the global energy and climate change forums, and coordinates global and regional programmes on low carbon technologies and networks. It focuses on promoting programmatic approaches, and coordinates work related to new and ongoing global and regional programmes, cross cutting themes, nexus and knowledge management issues. In addition, the Division will coordinate work related to global forums such as the Vienna Energy Forum, and UNIDO's participation in meetings of the Conference of the Parties and other relevant energy and climate conferences and events. In discharging its responsibility, in line with overall strategy of the Department, and also cooperates with other relevant organizational Divisions within UNIDO, in particular with the Department of Environment, Technology Networks and Field Offices.

PROJECT CONTEXT (ID 180287)

"Capacity-building support for the ECOWAS (Economic Community of West African States) for Renewable Energy and Energy Efficiency in the scope of the Global Network of Regional Sustainable Energy Centres"

The Climate Policy and Partnership Division of the United Nations Industrial Development Organization (UNIDO), with funding of the Austrian Development Agency (ADA), is supporting the ECOWAS Centre for Renewable Energy and Energy Efficiency

(ECREEE) to adapt technically and institutionally to the new requirements of the Strategic Plan covering the period 2017 to 2021.

ECREEE is at cross-roads and needs to align its internal proceedings and competence to the changing demands of ECOWAS Member States.

To contribute to positive institutional change, UNIDO is recruiting an experienced international Senior Program Management Expert to be based at the ECREEE Secretariat in Praia, Cabo Verde.

The professionalization and rapidly changing clean energy and climate technology space in ECOWAS comes with new competence and skills requirements for ECREEE staff. ECREEE is currently transiting from “first mover/baseline” activities in the areas of policy, awareness, capacity building and knowledge management to more specialized services. The area of investment and business promotion has become a priority. During this institutional transition, the ability to respond to the needs of businesses and entrepreneurs becomes increasingly important. ECREEE plays also an important role to shape technology cooperation/transfer, and integration processes to the region in a more inclusive way. This requires a stronger focus on the supply-side of technology markets (e.g. entrepreneurship, innovation, incubation, acceleration, quality infrastructure, cluster building).

The uptake of these technology markets requires the participation of the domestic private sector.

Since the operationalization of the centre in 2010, many relevant mile-stones have been achieved. In a very short time, ECREEE has positioned itself as the hub for promoting renewable energy and energy efficiency in the ECOWAS region. The centre has developed a highly visible pipeline of flagship programs and projects and raised high international and regional awareness. The centre has become a “game changer” for the promotion of equal progress among ECOWAS Member States and the harmonization and coordination of national and regional policy processes and donor activities. Moreover, as one of the first regional centres, ECREEE plays a key role in operationalizing the Global Network of Regional Sustainable Energy Centres (GN-SEC) and its joint activities.

Duty station: Praia / Cabo Verde , with regional and international travels

Approximate duration: 12 months (with the perspective to be extended up to 3 years)

Main Functions

In close coordination with the Executive Director (ED) of ECREEE and the UNIDO project manager, the senior expert will take domestic leadership in the implementation of the UNIDO project “Capacity-building support for the ECOWAS Centre for Renewable Energy and Energy Efficiency in the scope of the Global Network of Regional Sustainable Energy Centres”. The expert acts as integrated expert and supports the senior management of ECREEE in the further strengthening of its internal proceedings, quality frameworks and the expansion of its technical program.

The expert demonstrates diplomatic skills, empathy and compassion which allows him/her to contribute to positive institutional change as a mentor and coach.

The expert understands his/her assignment as timely limited support to ECREEE staff and stays in the background.

The implementation of the project requires a sound mixture of senior management, institution building, programme management and energy skills.

Specifically, the expert will implement the following tasks:

ORGANIZATIONAL DEVELOPMENT:

Advise the Executive Director (ED) of ECREEE on the organizational development of the Centre and its strategic positioning within the regional and international energy landscape;

Assist the UNIDO project manager in the implementation of the agreed activities of the project “Capacity-building support for the ECOWAS Centre for Renewable Energy and Energy Efficiency in the scope of the Global Network of Regional Sustainable Energy Centres”;

Provide strategic guidance and technical inputs for the ECREEE Strategic Plan, annual work plans and status reports; improve the formats and analytical content of the work plan and progress reports;

Contribute to the improvement of ECREEE’s progress and impact monitoring system; assist the ED and other senior staff in the monitoring of the work plan implementation and progress towards the quantifiable indicators in the Strategic Plan;

Contribute to the strengthening and quality assurance of ECREEE’s management, administrative and financial processes and capacities in line with the UNIDO project document and the recommendations of the external evaluation; contribute to the improvement of internal controls and “check and balances”;

Work closely with UNIDO Procurement and Finance experts on the development and implementation of a training plan to enhance the procurement, accounting, administrative and project cycle management skills of the administrative and technical

ECREEE team;

Strengthen ECREEE's capacities to meet and maintain fiduciary quality standards (financial, administrative, procurement, internal controls, project management, etc.) required to manage international donor funding (e.g. European Commission, GEF, GCF, UN, etc.);

Contribute to the development of an effective "cost-recovery policy" to be applied for provided project management, event organisation and knowledge services to international organisations or partners;

Strengthen the technical and financial reporting of ECREEE to international partners and financiers; work with the ED and the senior administrative staff on the establishment of an effective contract cycle management system;

Assist the ED in the strengthening of the governance structure of the Centre and contribute to the organization of the Technical Committee and Executive Board meetings;

Develop and implement tools and methodologies to strengthen the technical capacities and project cycle management skills of ECREEE's National Focal Institutions (NFIs); Evaluate the option of having thematic hubs (THs) as some of the other GN-SEC centres;

Assist the ED and senior staff in the recruitment of key administrative and expert staff in line with the revised organizational chart of the Centre; establish an effective intern program for the ECREEE Secretariat and the NFIs;

Contribute to the strengthening of ECREEE procurement processes and structures; support the preparation and execution of complex procurements for services and equipment and call for proposals (e.g. EREF, ROGEP facility);

Contribute to the improvement of the quality, appraisal and project cycle management framework of ECREEE;

Contribute to enlarge and reinforce collaborative partnerships of the centre with domestic and international key stakeholders and institutions, including the other GN-SEC centres; exchange lessons learned and institutional knowledge with the other GN-SEC centres.

TECHNICAL COOPERATION AND QUALITY ASSURANCE:

Assist the ED to improve the overall coherence and strategic focus of the various programs, projects and activities of ECREEE and link them to the overall results and indicator framework of the Strategic Plan; promote communication and team-building among ECREEE staff and NFIs; create links to the program/project portfolio of other GN-SEC centres;

Assist the ED in monitoring the implementation of the annual work plan, related programs, projects, activities and key events as required; follow-up with ECREEE staff and keep an overview; contribute to the creation of linkages, synergies and cost-sharing arrangements;

Contribute to ensure that ECREEE activities stay in line with the Strategic Plan and annual work plans, national policies, strategies and legislation; avoid duplication of activities implemented by other actors or donors; create links to other GN-SEC centres;

Contribute to quality assurance throughout the project cycle of a wide range of different ECREEE activities (e.g. trainings, conferences, policy activities, co-funding of projects);

Supervise and contribute to the development, appraisal, and monitoring of ECREEE projects and programs in the areas of capacity and policy development, knowledge management, as well as investment and business promotion; Initiate and develop new ECREEE programs, projects and key events with a strong focus on investment, entrepreneurship and innovation; closely cooperate with financial institutions (e.g. WB, AfDB, EBID, BOAD), as well as UNIDO and its key programs (GCIIP, PFAN, GN-SEC, CTACP); contribute to the development of joint projects and events with other GN-SEC centres in Africa or SIDS;

Work with various UNIDO Departments and Divisions on the formulation of new ECREEE programs/projects to be submitted to the GCF (e.g. readiness), GEF and other financiers for approval;

Assist the ED in the mobilization of project funding from various donors and institutional funds (e.g. European Union, GEF and GCF); establish strategic links to donors, financial organizations (loans, equity, guarantees) and investors;

Do not implement programs and projects but supervise ECREEE staff during the implementation phase, provide quality assurance and monitoring of results and impacts;

Contribute to the execution of technical activities as agreed in the annual work plans of ECREEE and assigned by the Executive Director;

KNOWLEDGE MANAGEMENT AND EXCHANGE:

Contribute to the development of an effective ECREEE knowledge and technology transfer strategy (in line with the wider GN-SEC strategy), which allows ECOWAS member states to access “cutting edge” knowledge on innovative technologies, solutions and approaches;

Organize targeted trainings and study tours to strengthen the knowledge base of ECREEE staff on a broad range of innovative technologies, solutions and approaches (e.g. digitalization, mini-grids, block chain, electric mobility, sustainable cities, entrepreneurship and innovation, association and cluster building);

Support the ED and senior staff in the design and organisation of private-sector and industry relevant conferences, workshops and trainings of the Centre;

Contribute to the systematic expansion and strengthening of ECREEE’s partnerships with domestic and international knowledge organisations and applied universities; actively involve the NFIs in the knowledge operations;

Contribute to the development of key knowledge products and tools of high relevance for the private-sector and industry in the ECOWAS region;

Contribute to the further development of private-sector relevant components of the ECOWAS Observatory for Renewable Energy and Energy Efficiency (ECOWREX) and further develop the fee-for-service components;

Take leadership in at least two (2) joint GN-SEC Knowledge Programs; support the organization of GN-SEC events and SC meetings;

Develop an internal ECREEE knowledge management strategy and increase the coherence of the various programs, projects and activities;

Sensitize the National Focal Institutions (NFIs) on sustainable energy and climate change issues and coordinate common activities;

Share lessons learned with the other GN-SEC centres in partnership with UNIDO.

ADVOCACY AND COMMUNICATION:

Seek active involvement of the Centre in international energy and climate change related decision and negotiating processes;

Participate in key meetings at the ECREEE Secretariat, the ECOWAS region or international level – upon request of the Executive Director;

Prepare ECREEE/ECOWAS policy inputs and positions to be considered in international energy and climate processes (e.g. COP, SDGs, SAMOA Pathway); coordinate closely with other GN-SEC centres on the development of joint inputs;

Contribute to the further development of the ECREEE website and public relation activities of the Centre (e.g. regular newsletters); regular articles and press releases; publish joint articles with other centres under the GN-SEC umbrella; expand the data sharing and “real-time” data exchange with the GN-SEC web-portal;

Seek good relations and facilitate a common ECOWAS approach with the core partners of the center (e.g. UNIDO, Austrian Development Cooperation, AECID, GIZ, WB);

Maintain and contribute to the ECREEE RE&EE contact network (e.g. focal points, private sector) and internationally; contribute to the technical, regional and country specific knowledge base of ECREEE; feed into the wider GN-SEC contact database;

Strengthen the communication and media network of ECREEE in the ECOWAS region and internationally.

Core Competencies:

Core Values:

INTEGRITY: To work honestly, openly, impartially and in accordance with the values of the United Nations.

PROFESSIONALISM: To work in a competent, committed and calm manner.

RESPECT FOR DIVERSITY: To work effectively, respectfully and inclusively with people from different backgrounds and with different perspectives.

Core Competencies:

RESULTS ORIENTATION AND ACCOUNTABILITY: To be accountable and responsible for achieving results and meeting performance standards.

PLANNING AND ORGANIZING: To plan, organize and manage work effectively and efficiently.

COMMUNICATION AND TRUST: To communicate effectively and build trust.

TEAM ORIENTATION: To cooperate at various levels.

CLIENT ORIENTATION: To be responsive towards those to whom services are provided internally and externally.

ORGANIZATIONAL DEVELOPMENT AND INNOVATION: To realize continuous improvement, support innovation, share knowledge and skills and learn from others.

Minimum Requirements

Education:

Advanced university degree in economics, engineering, natural or environment sciences, business management/administration, or other relevant discipline. Additional qualification in renewable energy, energy efficiency or other environmental technologies is an asset.

UNIDO Languages:

Fluency in written and spoken English is required.

French and/or Portuguese language skills are an added value.

Field of Expertise:

- A minimum of 10 years of work experience in the international energy sector, including renewable energy and energy efficiency;
- Proven capabilities in management position(s) within the public and private sector, with a minimum of 5 years of senior management experience (provide evidence);
- Quantity and quality of the provided track-record regarding developed, managed and implemented energy programs/projects that have generated quantifiable benefits;
- Demonstrated knowledge of the energy sector in the ECOWAS region is a prerequisite;
- Experience in international development cooperation and the management of development partners are a prerequisite;
- Experience in managing or advising similar sized or larger organizations or companies in the energy/environmental sector is a strong added value;
- Hands-on experience with the establishment of the internal proceedings, quality frameworks and service packages of technology centers or other organizations is a strong added value;
- Experience in dealing with financial institutions and the development, appraisal and implementation of sustainable energy investment projects is an asset;
- Experience in dealing with tools and methodologies to promote sustainable energy technology entrepreneurship and industrial development is an asset;
- Excellent ability to integrate into the multi-cultural team and ECOWAS culture;
- Excellent diplomatic skills, empathy and compassion which allows the expert to contribute to positive institutional change as a mentor and coach;
- Demonstrated understanding of gender equality and women's empowerment in the field of energy, as well as the interconnections between energy and sustainable development; and
- Excellent analytical writing, communication skills and experience in the diplomatic field.

This appointment is limited to the specified project(s) only and does not carry any expectation of renewal.

Employees of UNIDO are expected at all times to uphold the highest standards of integrity, professionalism and respect for diversity, both at work and outside. Only persons who fully and unconditionally commit to these values should consider applying for jobs at UNIDO.

All applications must be submitted online through the Online Recruitment System

Correspondence will be undertaken only with candidates who are being considered at an advanced phase of the selection process.

Selected candidate(s) may be required to disclose to the Director General the nature and scope of financial and other personal interests and assets in respect of themselves, their spouses and dependants, under the procedures established by the Director General.

Visit the UNIDO web site for details on how to apply: www.unido.org

NOTE: The Director General retains the discretion to make an appointment to this post at a lower level.

Notice to applicants:

UNIDO does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. If you have received a solicitation for the payment of a fee, please disregard it. Vacant positions within UNIDO are

advertised on the official UNIDO website. Should you have any questions concerning persons or companies claiming to be recruiting on behalf of UNIDO and requesting payment of a fee, please contact: recruitment@unido.org