



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.

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<b>Vacancy Announcement No:</b>	VA2016_ISA_EXT_000156
<b>Duty Station:</b>	Tonga
<b>Date of Issuance:</b>	23 December 2016
<b>Post Title and Level:</b>	PCREEE Sustainable Energy Private Sector Expert, ISA-Specialist
<b>Type of Appointment:</b>	Individual Service Agreement
<b>Employment Fraction:</b>	NonStaff-Regular
<b>Closing Date:</b>	31 January 2017

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### Organizational Context

The United Nations Industrial Development Organization (UNIDO) is the specialized agency of the United Nations that promotes industrial development for poverty reduction, inclusive globalization and environmental sustainability. The mandate of UNIDO is to promote and accelerate inclusive and sustainable industrial development in developing countries and economies in transition.

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 Department of Energy (PTC/ENE) assists member countries in the transition to a sustainable energy future under the overarching mandate of inclusive and sustainable industrial development, through the application of renewable energy for productive uses, adoption of the efficient use of energy by industry and the introduction of low carbon technologies and processes. In transitioning to a sustainable energy future, the challenges of addressing energy poverty and climate change become an integral part of the Department activities. In discharging its responsibility, the Department cooperates with other relevant organizational units within UNIDO, in particular with: the Department of Environment on resource efficiency, clean technologies, chemicals and Montreal Protocol; the Department of Trade, Investment and Innovation on standards; the Department of Agri-Business Development on productive uses and with the Department of Partnerships and Results Monitoring on strengthening strategic partnerships.

Duty station: 60% in Nuku'alofa, Tonga, and 40% in other Pacific Island Countries and Territories (PICTs);  
Duration: 12 months

The position will be located under the Climate Policy and Networks Division (PTC/ENE/CPN).

The Division is responsible for coordinating integrated policies, global partnerships and global for a 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, the Division cooperates closely with the RRE and IEE Divisions, as well as other relevant organizational Divisions within UNIDO, in particular with the Department of Environment, Technology Networks and Field Offices.

### PROJECT CONTEXT:

The Second Meeting of Pacific Ministers of Energy and Transport, held from 2 to 4 April 2014, in Nadi, Fiji, endorsed the establishment of the PCREEE as a regional SE4ALL centre of excellence. The centre is co-hosted by the Pacific Community (SPC) and the Government of Tonga and operates under the umbrella of the two coordinating mechanisms for the Framework for Action on Energy Security in the Pacific – the Pacific Energy Oversight Group (PEOG) and the Pacific Energy Advisory

Group (PEAG). The PCREEE Secretariat is located in Nuku'alofa, Tonga, side by side with the Ministry for Meteorology, Energy, Information, Disaster Management, Environment, Climate Change and Communications (MEIDECC). UNIDO provides technical services and mentoring throughout the first operational phase of PCREEE. The centre is part of wider post-2015 multi-stakeholder and triangular partnership directed to implement the SAMOA Pathway, SDG 7, SDG 9 and the Nationally Determined Contributions under the Paris Agreement (SDG 13). The partnership aims at the creation of a network of regional sustainable energy centres for SIDS in Africa, Caribbean, Pacific and Indian Ocean. Further information is available at: <http://www.pcreee.org> and <http://www.se4allnetwork.org>.

Through regional methodologies and tools, the PCREEE will assist Pacific Island Countries and Territories (PICTs) to address existing barriers and strengthen drivers for sustainable energy markets, industries and innovation. The centre focuses on the up-scaling and replication of national efforts in the areas of capacity development, knowledge management and innovation, awareness raising, as well as investment and business promotion. PCREEE supports activities with high relevance for the domestic private sector and industry. Further information is available at: [www.pcreee.org](http://www.pcreee.org).

## Main Functions

To strengthen the initial technical team of the center, UNIDO is recruiting a Sustainable Energy Private Sector Expert to be based at the PCREEE Secretariat in Nuku'alofa, Tonga. During the next months, the internal office and business cycles, as well as the technical program of PCREEE will be established. Initially, the expert will assist the Interim Director in all administrative, technical and strategic issues. Once the centre proceedings are consolidated, the expert will focus more and more on technical work. The expert will join the PCREEE team comprising an Interim-Director, an energy planner, an energy efficiency expert, a renewable energy expert and a capacity building expert. The expert will report to the PCREEE Interim Director and the UNIDO project manager. Specifically, the expert will execute the following duties:

### 1. Management and Organizational Development:

In the initial phase, the expert assists the Interim Director in the execution of the following tasks:

- Contribute to the organization of the PCREEE inauguration ceremony in April 2017;
- Assist in strategic and technical issues as requested by the Interim-Director;
- Ensure effective organizational development of the Centre and its strategic positioning in PICTs and international renewable energy and energy efficiency markets;
- Contribute to the development of the PCREEE's Business Plans for the first 5 years e (incl. organizational chart, budget, result, indicator and monitoring framework);
- Contribute to the development of the annual PCREEE work plans and budgets, progress reports and financial statements (externally audited) for submission to the SC for approval;
- Contribute to the efficient implementation of the PCREEE activities and financial resources approved in the annual work plans in cooperation and coordination with SPC, SIDS DOCK, UNIDO and the respective development partners;
- Contribute to the management of the office as delegated by the Interim Director during his/her absence;
- As delegated by the Interim-Director, contribute to the establishment of the secretarial, administrative and business process cycles of the PCREEE Secretariat in cooperation with the administrative staff, SPC and the Government of Tonga; establish standard templates;
- Contribute to the establishment and implementation of the internal rules and procedures in line with the SPC requirements and decisions of the PCREEE Steering Committee; establish a clear and transparent reporting structure;
- Contribute to the organization of the Steering Committee meetings as required and ensure timely submission of documents as well as minutes;

### 2. Technical Cooperation:

- Identify the needs of the private sector in PICTs and develop a strategy on how PCREEE promotes:
  - i) sustainable energy solutions in key island industries (e.g. agriculture, tourism, fishery, manufacturing, creative industry);
  - ii) nexus-approaches to combine sustainable energy interventions with productive activities and other aspects of circular economy;
  - iii) promote sustainable energy entrepreneurship and innovation;
- Take leadership in the development and implementation of the technical program of the center in close cooperation with the Interim Director and the PCREEE team; develop a set of flag-ship programs and execute activities/projects of the Centre as agreed in the Business Plan and annual work plans of PCREEE and assigned by the Interim Director;
- Ensure that the PCREEE activities are in line with the Business Plan and annual work plans, national policies, strategies and legislation; avoid duplication of activities implemented by other actors or partners ;
- Establish and further develop the quality, appraisal and project cycle management framework for activities to be co-funded and/or implemented under the PCREEE program;
- Supervise the technical staff on project cycle management issues and in renewable energy and energy efficiency aspects;
- Assure quality of approved projects according to donor requirements and ensure that pro-poor, environmental, and gender impacts have been assessed; participate actively in the evaluation of tender bids and project proposals;
- Supervise the preparation and execution of complex technical procurements and call for proposals; supervise staff to effectively monitor consultants or installations;

- Contribute to quality assurance throughout the project cycle of a wide range of different PCREEE activities (e.g. trainings, conferences, policy activities, co-funding of projects);
- Organize conferences, workshops and trainings of the center;
- Prepare complex procurements for services and RE&EE consultancies;
- Elaborate periodical reports on the overall progress and achievements of the Centre in relation to its objectives, results and indicators in the project document (later PCREEE Business Plan);
- Assist the Interim Director in regularly updating UNIDO on the progress of PCREEE activities and achievements;
- Keep an overview on relevance, effectiveness, efficiency and sustainability of the PCREEE program (according to the PCREEE Business Plan); plan and suggest to Steering Committee studies and surveys that are considered necessary in order to achieve the program objectives;
- Assist the Interim Director in fund raising and contribute to the preparation of project proposals to be co-funded by the European Union or other financiers.
- Take the lead in the development of GEF and GCF funded regional projects for the PICTs to be implemented in partnership with SPC, UNIDO and other national and international partners;
- Participate in key meetings at the PCREEE Secretariat, the PICTs region or international level on request of the Interim Director;

### 3. Communication and coordination:

- Assist the Interim Director in building collaborative partnerships between the center, the private sector and other international and regional partners. Coordinate closely with MEIDECC in Tonga and other industry groupings such as the Pacific Power Association, the Sustainable Energy Industry Association of the Pacific Islands, the Pacific Energy Regulator Alliance, Association of Development Banks and national associations and groupings of electrical contractors, building contractors , etc;
- Establish strategic links to donor partners and to loan and equity finance institutions to raise private sector-targeted funding for RE&EE investment projects (such as development banks in donor countries, national or regional development banks);
- Coordinate closely with the technical programmes of other centers of the Global Network of Regional Sustainable Energy Centers; develop joint initiatives particularly with the SIDS centers;
- As delegated by the Interim Director, represent the Centre and raise awareness on renewable energy and energy efficiency opportunities in PICTs as well as on international levels; travel to PICTs and international key events as requested by the Interim Director;
- Contribute to effective public relations by providing articles and news on PCREEE activities in the area of private sector development;
- Contribute to the further development of a PCREEE website and the public relation and visibility activities of the Centre (e.g. regular newsletters); take action to strengthen the visibility of the center regionally and internationally;

### **Core Competencies:**

**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.

**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:**

University - Master's degree or equivalent, Engineering - Social science with focus on energy and/or private sector development.

Further degrees in the area of business development/management would be an asset

#### **UNIDO Languages:**

English (Fluent), French is an added value.

#### **Computer skills:**

E-mail (Fully proficient), Internet (Fully proficient), Spreadsheets (Fully proficient), Word processing (Fully proficient).

**Field of Expertise:**

- At least 5 years of work experience in the sustainable energy private sector, industry or institutions closely working with the sustainable energy industry;
- Proven track record of supervised, managed and coordinated on-the-ground projects and activities;
- Good knowledge of the nexus between sustainable energy and other key industries in PICTs (e.g. agriculture, fishery, tourism) in PICTs is an advantage;
- Sound understanding of methodologies and approaches to promote entrepreneurship and innovation is an added value;
- Good analytical writing, communication skills and experience in the diplomatic field;
- Experience in international development cooperation and the management of development partners are a prerequisite; knowledge and good relations to the main actors of the energy sector are an added value;
- Ability to work under pressure and handle politically and culturally sensitive issues.
- A citizen of one of the 27 member countries of SPC would be preferable.

**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](http://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](mailto:recruitment@unido.org)