

**JOB DESCRIPTION**

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| **Job Title:** | Team Leader – Pacific Adoption to Waste to Energy Solutions (PAWES) Project |
| **Division/Programme** **and Section/Project (if any):** | Geoscience, Energy and Maritime (GEM) DivisionGeoresources and Energy Programme (GEP)Pacific Adoption of Waste to Energy Solutions (PAWES) Project |
| **Location**: | Suva, Fiji |
| **Reporting to:** | Team Leader - Energy Security |
| **Number of Direct Reports:**  | 4 Direct Reports [1 Waste Expert, Economist (part-time), Data Expert (part-time), Trainer (part-time)]  |
| **Purpose of Role**: | The position of Team Leader will lead the Pacific Adoption to Waste to Energy Solutions Project Team in implementing the PAWES Project. This position will play the role as the key energy expert with an emphasis on Waste-to-Energy Solutions. It will focus on coordinating and overseeing the daily implementation of project activities, working in partnership with key stakeholders in the 5 beneficiary countries of the project, liaising with partners and service providers, providing regular update and reporting to The Organisation of the Africa-Caribbean-Pacific Group of States (OACPS), and providing regular update to the Team Leader – Energy Security and the Deputy Director GEP. The position will be working very closely with The Secretariat of the Pacific Regional Environment Programme (SPREP), the main implementing partner of the PAWES Project. The Team Leader – PAWES Project will be working with internal and external partners to ensure all project activities are completed within the schedule timeframe and the successful implementation of the project. Additionally, this position is responsible for effective coordination of project tasks with national counterparts and key stakeholders in PNG, RMI, Samoa, Solomon Islands, and Tuvalu. The position works with teams across the GEM Division in the Renewable Energy and Resilience domains. |
| **Date:** | January 2022 |

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| **Organisational Context and Organisation Chart** |



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

**KRA#1:** Project Management

**KRA#2:** Initiate and coordinate capacity strengthening of government entities in Waste-to-Energy and the collection and consolidation of data

**KRA#3:** Promote and support cross-sectoral collaboration among government entities and the educational, research and private sector

**KRA#4:** Coordinate the development of Waste-to-Energy training courses and solutions for tertiary education providers

***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: Project Management (30%)*** Demonstrate sound leadership in managing the PAWES Project
* Recruit and lead / manage the PAWES Project team and Consultants
* Undertake regular project planning and prepare / revise project annual work plans and budgets
* Lead and coordinate the day-to-day implementation of project activities
* Organise regular meetings of core Project Staff and monthly meetings with multipliers
* Liaise with other units within GEP and GEM and the Waste Management Division at SPREP to ensure better collaboration and complementarity of efforts
* Provide support to local multipliers
* Initiate and coordinate all project procurements in alignment with SPC procurement policy.
* Provide financial management oversight of the project by liaising regularly with GEM Division Finance staff
* Coordinate the development and implementation of the project Monitoring, Evaluation and Learning (MEL) framework,
* Coordinate the development and implementation of the Project Communication strategy
* Coordinate the development and implementation of the project risk management strategy
* Coordinate the development / revision of WtE strategies / roadmaps and RET policies
* Prepare the project progress and annual reports and ensure finance reports are prepared and submitted on time
* Provide regular update to and seek guidance from the Team Leader – Energy Security and Deputy Director – GEP
 | * Team efficiency, moral and motivation maintained and enhanced, and staff performance appraised
* Project team and Consultants successfully delivered on their JDs / assignments
* Project work plan implemented successfully and in a timely manner and within budget
* Project activities successfully completed and within the required timeframe
* Regular project staff meetings and monthly meetings with local multipliers convened
* Collaboration and complementarity of efforts with GEP, GEM and SPREP enhanced
* Local multipliers adequately and effectively supported
* All project procurements undertaken and successfully completed
* Sound project financial management system followed and audited financial reports completed and submitted
* Project MEL framework implemented and corrective measures successfully undertaken
* Project communication strategy developed and successfully implemented
* Project risks identified and successfully mitigated
* WtE strategies / roadmaps and RET policies developed / revised and utilized by countries
* Progress and annual reports prepared and submitted on time
* Team Leader – Energy Security and Deputy Director GEP regularly updated on project progress and effectively supported
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| **KRA#2: Initiate and coordinate capacity strengthening of government entities in Waste-to-Energy and the collection and consolidation of data (30%)*** Initiate and coordinate baseline assessment on decision-making processes at governmental level on the waste and renewable energy sectors through the following activities
* Design of the baseline assessment methodology
* Initiate the set-up of an operational IT system
* Set up of the baseline assessment team and execute the baseline assessment
* Coordinate feasibility assessment of WtE for the beneficiary countries through:
* Review potential working WtE options for the Pacific
* Select options that meet technical and environmental merit and public adoption
* Cost-benefit analysis of selected options
* Assess feasibility of potential WtE options and scaling up at national and regional levels
* Coordinate training on WtE policy making adapted to the Pacific through:
* Coordinate the delivery of workshops to national and subnational governments in consultation with the Project Trainer.
* Set up a mentoring programme and provide mentoring to national government representatives.

• Coordinate the updating of existing regional and national data / databases and development of new databases* Coordinate the promotion and advocacy of new and updated databases.
 | * Baseline assessment on decision-making processes successfully initiated and coordinated through:
* Design of the baseline assessment methodology completed and used
* A robust IT system established and operational
* Baseline assessment team established and assessment successfully completed
* Feasibility assessment of WtE successfully completed through:
* Potential working WtE options reviewed
* Suitable WtE options selected
* Cost-benefit analysis of selected options conducted and completed
* Feasibility of potential WtE options for scaling up at national and regional levels assessed.
* Training on WtE policy making coordinated and completed through:
* Regional and national /subnational workshops coordinated and successfully completed
* A mentoring programme established and national government representatives mentored
* Existing regional and national data / databases updated and new data /databases developed
* New and updated data / databases successfully promoted and used by stakeholders.
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| **KRA#3: Promote and support cross-sectoral collaboration among government entities and the educational, research and private sector (20%)*** Deliver Pacific WtE presentations at international/regional conferences through:
* Review past and ongoing RET and SWM conferences/meetings/workshops
* Plan and arrange dedicated WtE sessions in planned conferences
* Facilitate WtE sessions
* Disseminate meeting outcomes.
* Strengthening existing Private Sector-Government Partnership initiatives through:
* Enhance collaboration between relevant regional (e.g. SEIAPI) and national agencies
* Enhance collaboration between national / private energy and waste agencies (e.g., national energy and waste associations)
* Stimulate private sector engagement in WtE.
* Undertake WtE Trade Missions by:
* Review international WtE meetings
* Presentation in selected international WtE meetings
* Initiate potential collaborations
 | * Pacific WtE presentations prepared and delivered at regional / international meetings / conferences through:
* Past and ongoing RET and SWM conferences / meetings / workshop reviewed
* WTE sessions planned and convened during meetings / conferences
* WtE sessions successfully facilitated with clear outcomes
* Existing Private Sector-Government Partnerships initiatives strengthened through:
* Collaboration between relevant with SEIAPI and national agencies enhanced
* Collaboration between national / private energy and waste agencies enhanced
* Engagement of the private sector in WtE stimulated and strengthened.
* WtE Trade Missions undertaken through:
* Past international WtE meetings reviewed
* Potential of WtE in the Pacific presented at international meetings and potential investors engaged
* Collaboration with partners and investors discussed and investment in WtE initiated.
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| **KRA#4: Coordinate the development of Waste-to-Energy training courses and solutions for tertiary education providers (20%)*** Adoption of Sustainable Energy qualifications through:
* Facilitate accreditation of the qualifications
* Assist relevant national education agencies to adapt the regional qualifications to local context
* Coordinate the Co-development of short courses on WtE with tertiary education providers through:
* Mentor, monitor and evaluate the delivery of WtE short courses
* Coordinate the co-development and facilitation of research demonstration projects with tertiary education providers through:
* Select honours/master’s students for participation in the research demonstration projects
* Mentor honours/master’s students.
* Co-design and development of pilot projects with tertiary education providers through:
* Select feasible WtE options for the Pacific
* Design pilot WtE projects
* Execute pilot WtE projects and develop pilot solutions
* Analyse the pilot projects and solutions
* Disseminate the results of the pilot projects through the Pacific WtE website developed in A 3.2
 | * Sustainable Energy qualifications through:
* Accreditation of the regional qualification in SE initiated and facilitated
* National education agencies assisted to adapt regional qualification in SE to local context.
* Co-development of short courses on WtE initiated and coordinated through:
* Delivery of WtE courses mentored, monitored and evaluated
* Co-development of research demonstration projects coordinated with tertiary education providers through:
* Honours / Masters students to participate in the research demonstration projects selected
* Honours / Masters students mentored
* Pilot projects co-designed and developed with tertiary students through:
* Feasible WtE options for the Pacific selected
* Pilot WtE projects designed
* Pilot WtE projects executed and pilot solutions developed
* Pilot projects and solutions analysed and remedial actions taken
* Results of the pilot projects disseminated through the Pacific WtE website
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The above performance requirements are provided as a guide only. The precise performance measures for this job will need further discussion between the jobholder and supervisor as part of the performance development process.

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| **Most Challenging Duties Typically Undertaken (Complexity):** |

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| * Ability to deal with a multitude of national, regional and international stakeholders amid competing demands and deadlines
* The coordination of the implementation of the PAWES Project activities
* Promotion of the WtE to investors and private sector and attracting investment in WtE to PICTs
* Completing the project by the end of the project implementing period
* Provide sound advice to the Team Leader – Energy Security and the Deputy Director of GEP
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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*** Directors of Energy and Waste Management in PNG, Solomon Islands, Samoa, RMI and Tuvalu
* Regional and local multipliers
* SPREP Waste Management Division
* SEIAPI and its members
* Research institutions and industries
* Consultants
* OACPS
* EU
* Private Sector
* Other Partners
 | * Country work priorities, stakeholder consultations, and awareness
* Planning, and preparation and implementation of work plans
* Coordination, collaboration, and partnerships
* Funding and financial issues
* Investment attraction
* Reporting
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| **Internal*** Director GEM Division
* Deputy Director – GEP
* Team Leader – Energy Security
* GEP staff
* GEM Division staff
* ESU team members
 | * Decision making
* Divisional and programme strategy, planning and resource allocation
* Work plan development and approval
* Collaboration and partnerships
* Finance and auditing
* Professional development and mentoring
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| Level of Delegation: |

Routine Expenditure Budget: Approximately 1 million EUR per annum

Budget Sign off Authority without requiring approval from direct supervisor: 50 EUR

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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 post-graduate degree in Energy, Renewable Energy, Climate Change Mitigation and/or related fields.
 | * Demonstrated experience in energy, renewable energy and energy efficiency, waste to energy.
* Relevant experience in international development and multi-stakeholder coordination
* Demonstrated ability to establish / enhance partnerships.
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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 knowledge in an energy sub-sector
* Previous experience working with donors and developing country partners
* Strategic planning and organisational development experience
* Awareness of the FESRIP 2021-2030 and PICTs energy priorities
* 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 Team Leader – Energy Security and Deputy Director – GEP
* Identify and advocate for new/innovative ideas and solutions that will help the PAWES Project address its challenges and fulfill its purpose
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| **Advanced level** | * Critical thinking and foster partnerships
* Support and contribute to teamwork and the implementation of GEP’s work plan
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| **Working knowledge** | * Knowledgeable in Waste to Energy, RET, energy frameworks and policies
* Familiar with many aspects of energy
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| **Awareness** | * SPC Regulations and Policies
* Gender and cultural sensitivity issues of working in a male dominated sector and the Pacific region
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**Key Behaviours**

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

* + Change and Innovation
	+ Interpersonal Skills
	+ Teamwork
	+ Promotion of Equity and Equality
	+ Judgement
	+ Building Individual Capacity
	+ Effective Communications & Relationships
	+ Leadership
	+ Coaching and Development
	+ Strategic Perspective

**Personal Attributes**

* + High level of professional integrity and ethics
	+ Friendly demeanor
	+ Demonstrated high level commitment to customer service

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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.