

Terms of Reference
Secretariat of the International Renewable Energy Agency (IRENA)
Project Facilitation & Support (PFS) Division

Title and Grade:	Associate Programme Officer, P-2, JPO
Indicative Annual Remuneration :	(a.) Annual Net Salary: USD 55,163 to USD 58,211 ¹ (b.) Post Adjustment: USD 32,215.20 to USD 33,995.28 ²
Duration of Appointment:	Two Years, with possible extension
Duty Station:	Abu Dhabi, United Arab Emirates

The International Renewable Energy Agency is an inter-governmental organisation headquartered in Abu Dhabi, mandated to promote the widespread and increased adoption and sustainable use of all forms of renewable energy in the pursuit of sustainable development, energy access, energy security and low-carbon economic growth and prosperity. IRENA's mission is to play a leading role in the ongoing transformation of the global energy systems as a centre of excellence for knowledge and innovation, a global voice of renewable energy, a network hub for all stakeholders and a source of advice and support for countries. At present, IRENA has 171 Members (170 States and the European Union) that acceded to its Statute, and 14 additional States in the process of accession and actively engaged.

The Project Facilitation and Support (PFS) division is a new division that integrates all the previous initiatives of IRENA related to project facilitation. It has an ambitious goal to achieve a tangible impact by facilitating funding and investments for promising projects, co-organising regional Investment Forums with matchmaking events, and fostering cooperation between international institutions that have compatible objectives. One of the main instruments is the platform that organises IRENA's contribution to the Climate Investment Platform (CIP), a joint initiative of IRENA, the Green Climate Fund (GCF), the United Nations Development Programme (UNDP) and Sustainable Energy for All (SEforALL). The activities include the preparation of projects, support to the partners who can help projects to achieve financial close, and the organisation of international and regional matchmaking events where project owners, lenders, investors and donors can meet.

The division also hosts the Energy Transition Accelerator Financing (ETAF) Platform. ETAF is an inclusive, multi-stakeholder climate finance platform. ETAF pursues facilitating capital mobilisation to scale up the development of renewable energy projects to advance the energy transition across developing markets. ETAF has mobilised close to USD 1 billion from Partners to finance projects in IRENA Member countries with an ambition of reaching at least 5GW in renewable energy capacity.

¹ For more information on the Net Salary please visit the International Civil Service Commission (ICSC) website <http://icsc.un.org/>.

² Post adjustment multiplier for Abu Dhabi is currently 58.4% of the Annual Net Salary; determined by the ICSC and subject to change.

Other benefits include 30 days annual leave, dependency benefits, health insurance scheme and rental subsidy. Benefits for internationally recruited staff may include home leave, travel and relocation expenses on appointment and separation, education grant for dependent children, settling-in grant and other entitlements as applicable.

Description of duties:

Under the overall guidance of the Director of PFS and the direct supervision of the Senior Programme Officer – Project Facilitation (P-5), the JPO will work as part of the Project Facilitation Technical Assistance and Advisory Services Team, supporting both the CIP and ETAF activities, undertaking primarily on the country engagement, evaluation, analysis and support of promising renewable energy (RE) projects to present to the ETAF and CIP Partners. This will be done with keen focus in supporting projects under the Accelerated Partnerships for Renewables in Africa (APRA), for which IRENA serves as the secretariat, as well as other countries that are part of Italy's Mattei Plan: Algeria, Angola, Ivory Coast, Egypt, Ethiopia, Ghana, Kenya, Mauritania, Morocco, Mozambique, Republic of Congo, Senegal, Tanzania, and Tunisia, in the organization of coordination meetings among the ETAF and CIP Partners, and project proponents, assisting in the organization of regional Investment Forums with matchmaking events, Capacity Building workshops, country analysis and engagement strategies and fostering cooperation between international institutions that have compatible objectives. Specific responsibilities will include:

- Supports the ETAF and CIP current and potential partners meetings, conferences, webinars, capacity building workshops, including shaping agenda content, preparation and delivery of documents and presentations.
- Support in the assessment activities for projects on the ETAF and CIP portals in line with the established criteria and present ready projects to the ETAF and CIP partners. In this role, the JPO might be required to work with the ETAF and CIP teams on the evaluation of the projects, with a focus on policy and regulation matters.
- Support the coordination of drafting of project summaries (project concept notes), for eligible projects to be shared with funding partners.
- Support in presenting eligible projects to funding partners during periodic meetings organized by the ETAF and CIP secretariat.
- Support member countries, project developers during the submission of requisite information of the project portals.
- Support the facilitation of the engagements and outreach activities with the ETAF and CIP current and potential partners.
- Supports on the drafting and revision of ETAF and CIP Operation Guidelines, as well as portal alignment.
- Support the team in the analysis of IRENA member countries, to determine the most optimal strategy of engagement, considering lessons learned, country regulatory frameworks, national plans and energy matrix and environment.

Competencies:

Professionalism: Possess in-depth knowledge of issues surrounding renewable energy, including financing, policy, project management and risk mitigation; shows pride in work and in achievements; demonstrates professional competence in subject matter and pays attention to detail; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

Communication: Speaks and writes clearly and effectively; creates and promotes enabling environment for open communication; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

Teamwork: Works collaboratively with colleagues to achieve organisational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with the final group decision, even when such

decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Planning and Organising: Develops clear goals that are consistent with agreed strategies; identifies priority activities to ensure successful completion of work assigned.

Accountability: Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organisational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Client Orientation: Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

Qualifications:

- **Education:** University degree (Master's or equivalent) in engineering, energy policy, power system, planning or related fields;
- **Experience:** Minimum of two years experience with previous companies/organisations specialising in all or any of topics related to renewables, grid studies, energy policies, investments, project support and facilitation.
- **Language:** Excellent command of written and spoken English. Fluency in other UN languages would be an advantage.

Note: Qualified candidates must apply for the abovementioned vacancy on-line, through recruitment platform, by submitting a complete and comprehensive CV and a letter of interest, including details of three professional references who will be contacted if their application is shortlisted.

Applications from qualified women are highly encouraged.

Please note that only candidates under serious consideration will be contacted for further assessment and receive notice of the final outcome of the selection process.