
Terms of Reference

Secretariat of International Renewable Energy Agency (IRENA) Country Engagement and Partnerships Division

Title and Grade:	Associate Programme Officer – Energy Transition and Development, P-2
Indicative Annual salary:	(a.) Annual Net Salary: USD 50,377 to USD 58,737 ¹ (b.) Post Adjustment: USD 38,185.77 to USD 44,522.65 ²
Duration of Appointment:	One year, with possible extension
Duty Station:	Abu Dhabi, UAE
Entry on Duty:	As soon as possible

Introduction

The International Renewable Energy Agency (IRENA) is an inter-governmental organisation mandated with the widespread and increased adoption and sustainable use of all forms of renewable energy. At present, IRENA 169 Members (168 States and the European Union) that acceded to its Statute, and 15 additional States in the process of accession and actively engaged. IRENA supports countries in their transition to a sustainable energy future and serves as the principal platform for international cooperation, a centre of excellence, and a repository of policy, technology, resource and financial knowledge on renewable energy. The Agency implements its mandate with the view to sustainable development, increased energy security and low-carbon economic growth and prosperity.

IRENA's Medium Term Strategy set out an objective to lead accelerating energy transition towards the realization of climate, economic and social goals. The Agency engages with its member states, including least developed countries (LDCs) and Small Island Developing States (SIDS), to advance energy transition, supporting their efforts towards the 2030 Agenda for Sustainable Development while staying on the 1.5-degree temperature goal of the Paris Agreement.

IRENA's Country Engagement and Partnerships Division (CEP) engages and works with IRENA member countries. CEP supports them in the development and implementation of national and regional strategies on energy transition and development, by contextualizing the knowledge being developed in the other three technical divisions of IRENA, to the national and where relevant regional

¹ IRENA provides similar ICSC benefits and entitlements, including dependency allowances, rental subsidy, education grant (for school aged children), annual and sick leave, health insurance, Provident Fund participation, etc. as would be applicable.

² The post adjustment is a variable component that is adjusted periodically to reflect changes in the cost of living in a duty station. Post adjustment multiplier for duty station Abu Dhabi is currently 75.8% determined by the International Civil Service Commission and subject to change without prior notice.

requirements. CEP enables a systematic assessment and definition of country and regional needs, experiences and trends to help facilitate cross-fertilization of best practices between countries and regions, and shape IRENA's future strategic and programmatic priorities.

One of the important functions of the Division is to pursue strategic, result-oriented partnerships with various regional and local organizations and development partners active in the renewables area to achieve long-term impact in its work on the ground through leveraging efforts and resources, maximizing synergies and complementarities, and avoiding possible duplication. CEP coordinates and facilitates the implementation of a number of initiatives, such as the Global Geothermal Alliance (GGA), Empowering Lives and Livelihood, SIDS Lighthouse Initiatives and others. The efforts of these initiatives contribute to the 1.5 degree temperature goal of the Paris Agreement by tripling renewables globally by 2030 as well as goals of the 2030 Agenda for Sustainable Development, including not only affordable and clean energy (SDG7) and climate action (SDG13) but also broader co-benefits in other SDGs.

In this context, IRENA is looking to recruit a Junior Professional Officer (JPO) to support with the CEP team in advancing energy transition and development in the Agencies' member states.

Duties and Responsibilities

Under the overall guidance of the Director of the Country Engagement and Partnerships (CEP) Division and the direct supervision of the Deputy Director of CEP, the Associate Programme Officer will be responsible for supporting the programmatic activities of energy transition and sustainable development, including the duties as follows:

- Assist in the scoping and development of the Division's activities in conjunction with IRENA's partnership initiatives in member states to address challenges with energy transition which involves improving lives and livelihood of local communities with clean energy access solutions and to strengthen members' climate action to be reflected in the updated Nationally Determined Contributions (NDCs) under the Paris Agreement to be submitted by 2025.
- Provide backstopping on country engagement to support regional teams, particularly in Asia-Pacific for supporting the activities defined under regional action agendas.
- Help the management and coordination of specific activities, which may include partner coordination, presentations on regional and country engagement, internal planning assignments, etc.
- Initiate documentation of case studies on good practices and effective national policy frameworks and financing in the delivery of energy transition and climate action in developing countries.
- Undertake information collection, research and analysis on specific topics of energy transition relevant to IRENA activities to keep abreast of the latest related to energy transition and development issues and present the outputs to relevant officers, when requested.

- Support the organization and follow-up of workshops, technical and high-level meetings, and other events including preparation of background material and logistical arrangements.
- Assist general Division activities, including liaison with external organizations, including multilateral, regional/national and non-governmental organizations, preparation of internal and donor reports, drafting of written materials and supporting development of knowledge products relevant to country engagement.
- Perform any other duties as required.

Competencies

Professionalism: Shows pride in work and achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

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

Accountability: Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within the 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 shortcomings and those of the work unit, where applicable.

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 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.

Qualifications

Education: Advanced university degree (Master's degree or equivalent) in the field of energy, economics, business, public administration, engineering, and development studies or any other relevant field. A first-level university degree combined with qualifying experience may be accepted in place of the advanced university degree.

Experience: A minimum of two years of relevant working experience in energy sector, climate change mitigation and relevant areas of sustainable development is required; Experience in project management, engagement in developing countries, research, data collection and analysis on the above-mentioned areas is an additional asset.

Languages: Excellent command of written and spoken English is essential. Knowledge of other UN languages is an advantage.