
Terms of Reference

Secretariat of the International Renewable Energy Agency (IRENA) Knowledge, Policy and Finance (KPFC)

Title and Grade:	Associate Programme Officer – Socioeconomics, P-2
Indicative Annual salary:	(a.) Annual Net Salary: USD 50,377 to USD 58,737¹ (b.) Post Adjustment: USD 38,185.77 to USD 44,522.65²
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.

Within this mandate, the focus of the Knowledge, Policy and Finance Centre (KPFC) is on collecting data, developing knowledge platforms and conducting analysis to support the creation of enabling environments for investment and growth in renewables. This entails analytical work on policy and finance, socio-economic benefits, building a gateway to knowledge, giving input to advisory services that the Agency provides to its member states and at regional levels, and targeted engagement with the private sector and civil society.

Among other tasks, IRENA has been carrying out qualitative and quantitative assessment of socio-economic impacts of deploying renewables and informing policy makers on how to meet multiple objectives through the energy transformation. IRENA carried out the first global quantification of the impact of renewable energy deployment on income, welfare and employment in 2016. Since then,

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.

IRENA has been undertaking annual assessments of the socio-economic impacts of different energy transition scenarios in its several flagship and country/region-specific reports.

With increasing requests from IRENA's Member States, IRENA will continue to expand and explore, through macroeconomic models, the socio-economic impacts of increasing the transition ambition through various policies.

Duties and Responsibilities

Under the overall guidance of the Head of Socioeconomics and Policy unit, and reporting directly to the Programme Officer-Policy Advice, the Associate Programme Officer will be responsible for the following duties:

- Support in undertaking analytical work, and contribute to the preparation of written outputs on the topic of macroeconomic impacts of renewables at the global and regional/country levels.
- Assist in conducting in-depth analyses and preparing comprehensive reports on various aspects of energy transition policies relevant to the socio-economic implications of the energy transition, including market trends, financial mechanisms, etc.
- Assist in drafting policy recommendations for countries or regions as applicable.
- Contribute to other work areas within the Socioeconomics and Policy unit as may be required, such as *e.g.* on skills-related issues.
- Help ensure coordination with other teams and Divisions within IRENA, contributing to knowledge management within the Agency.
- Prepare talking points or other inputs for presentation by senior staff, as well as materials as needed to disseminate analytical work and policy conclusions resulting from the unit's activities.
- Perform 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 disciplines such as sustainable energy, public policy, engineering or relevant energy-related social science discipline may be considered. Solid understanding of energy economics and macroeconomics is also a key requisite.

Experience: A minimum of two years of progressively responsible experience in energy, macroeconomic analysis, energy policy and energy planning.

Languages: Excellent command of both written and spoken English. Knowledge of other languages is a plus.