
Terms of Reference**Secretariat of International Renewable Energy Agency (IRENA)
Project Facilitation and Support (PFS)**

Title and Grade:	Associate Programme Officer – Technical Assistance and Advisory Services (Policy), 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.

Within this mandate, the focus of the Project's Facilitation and Support (PFS) division is on the assessment of pre-feasibility and feasibility of projects, helping IRENA Members to access finance, up-scale investment and support to Nationally Determined Contribution (NDC) implementation, especially along relevant Renewable Energy (RE) investments. It will also provide related project-based, fit-for-purpose technical assistance to support the development of a pipeline of projects, which is necessary to accelerate the energy transition.

The division hosts the Climate Investment Platform (CIP), as well as the Energy Transition Accelerator Finance (ETAF) Platform. Both CIP and ETAF are inclusive, multi-stakeholder climate finance platforms, which pursue facilitating capital mobilisation to scale up the development of

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.

renewable energy projects to advance the energy transition across developing markets. Particularly the ETAF has mobilised more than USD 4 billion from Partners to finance projects in IRENA Member countries with an ambition of reaching at least 5GW in renewable energy capacity by 2030.

Duties and Responsibilities

Under the overall guidance of the Director of PFS and the supervision of the Head of Department, the selected candidate will be working as part of the team responsible for Technical Assistance and Advisory Services, including direct technical assistance work supporting project developers, in order to make their projects attractive to financial and development institution. The technical assistance work of the selected candidate will focus on analyzing, reinforcing and advising the **policy** aspects of the project proposals, complementing the financial aspects already covered by other team members. The specific duties and responsibilities include:

- Support the implementation of IRENA's technical assistance activities under country-specific and regional projects and programmes for governments, regional energy organisations and other stakeholders;
- For selected projects, in consultation with the countries focal points, project developers and implementing agencies, support the identification of required technical assistance in project development;
- Pursue collaboration across divisions in order to gather required knowledge and expertise and coordinate project input;
- Identify capacity building and training needs of the countries; support preparing and undertaking training modules and follow up;
- Support development of tools and methodologies to assist project implementation;
- Organise feedback and measure the impact of past technical assistance initiatives;
- Assist in the design and formulation of the work plan for project development support interventions, setting goals, targets and performance standards for selected projects under PFS responsibility;
- Support the capacity building needs and inputs with development agencies working on projects on the ground;
- Support in the engagement of consultants, organisations and partners undertaking project support work;
- Conduct research on trends, key topics, and emerging issues, and assist with the preparation of written outputs, e.g. reports, studies, brochures, background papers, and online material; systematically collect and analyse data and coordinate with internal and external experts to develop and update briefs, papers and/or web content;
- Support the development of various communications and marketing initiatives to make the work on technical assistance and project support more visible and better understood;

- Provide substantive support to technical, consultative and other meetings, conferences, including preparation of documents and presentations; support the organisation and follow-up of such meetings and conferences, including technical and logistical aspects;
- Perform other duties as required.

Competencies

Professionalism: Possesses good knowledge of **policy and regulatory** aspects of **renewables energies**; familiarity with renewable energy economics and technologies; understanding of the role and potential of renewable energy technologies in different contexts, such as power grids, transport, buildings and services; proven ability to understand and convey the results of technical reports and papers to a variety of stakeholders. 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.

Planning: Develops clear goals that are consistent with agreed strategies; identifies priority activities to ensure successful completion of work assigned. Has ability to manage stressful situation and multiple task simultaneously

Qualifications

Education: Advanced university degree (Master's degree or equivalent) in the field of engineering, energy, public policy, energy policy, and/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 at least one of the following areas, or a combination thereof:

- Supporting on technical assistance programmes, establishing and coordinating public-private partnerships for accelerated deployment of renewable energy technology, structuring and implementing international collaboration with governmental, non-governmental organisations, bilateral/multilateral funding agencies and forums, designing and implementing projects with multilevel stakeholders. Experience with intergovernmental processes;
- Project development focalized on the **policy** and management of complex international programmes, energy financing programmes or renewable energy technology deployment, with direct involvement of local and national stakeholders at the project level in developing countries;
- Practical experience in the local/international **policy** and **managing** of energy projects, risk mitigation and/or implementation and management of energy or environment-related projects/programmes, including energy system transformations, district energy, renewable energy integration; and/or assessment of **policy** mechanisms related to energy projects. Development of relevant training and technical assistance programmes.
- Experience in emerging markets and with the engagement of governments, financial institutions and private sector actors.

Languages: Excellent command of written and spoken English is required; knowledge of other UN official language would be an additional asset.