

Terms of Reference

Secretariat of International Renewable Energy Agency (IRENA)

Office of the Director-General (ODG)

Title and Grade:	Associate Programme Officer – Office of the Director General P-2
Indicative Annual salary:	(a.) Annual Net Salary: USD 55,163 to USD 64,317 ¹ (b.) Post Adjustment: USD 32,215.19 to USD 37,561.13 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 170 Members (169 States and the European Union) that acceded to its Statute, and 14 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.

Duties and Responsibilities

Under the supervision of the Programme Officer, and in close co-operation with other staff in the unit, the Associate Officer will be responsible for assisting with the following duties:

- developing and maintaining relations with officials of Members and future Members, international governmental institutions, and other partner institutions;
- drafting formal correspondence for the meetings of IRENA's governing bodies, and prepare relevant documents and reports on a wide range of issues.
- preparing, organising, and servicing meetings, including the Council meetings in Abu Dhabi;
- together with other staff of the unit, supports the administrative arrangements for the meetings of the Agency's Governing Bodies, as well as special events preceding these meetings, and in providing administrative and organizational support.
- assists in governance matters, including:
 - preparing responses to Members' queries pertaining to governance matters;
 - outreach to non-Members by following-up on previous communications and establishing new lines of communication;
 - supporting other governance matters as they arise.

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 58.4% currently determined by the International Civil Service Commission and subject to change without prior notice.

- supports colleagues in the establishment and maintenance of relations, and in enhancing regular channels of communication and involvement on programmatic and institutional matters, with the Members of the Agency, the host country, and other stakeholders.
- participate in all governance-related matters, including the enlargement of the Agency's membership and expansion of IRENA's engagement with other relevant intergovernmental institutions and in other relevant intergovernmental processes.
- drafting formal correspondence;
- performing of 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: An advanced university degree (Master's degree or equivalent), related to International Relations, Political Science, Law, Public Administration, Communication or a related field, is required. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience: A minimum of two years of relevant professional experience within an international setting, combined with knowledge of governance issues, is required. Proven writing and editing skills are required. Experience in servicing international meetings and conferences, and in the work, procedure and protocol of intergovernmental organs, is desirable. Proven knowledge of global energy and/or sustainability issues is an asset.

Languages: Excellent command of written and spoken English is essential. Fluency in other United Nations languages an asset. Good drafting skills are an asset.

Other: Good knowledge of MS Office with emphasis on Word, Outlook, Excel, and PowerPoint.

Applications from qualified women are highly encouraged.