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## Terms of Reference

### Secretariat of International Renewable Energy Agency (IRENA) County Engagement and Partnerships (CEP) Division

<b>Title and Grade:</b>	<b>Associate Programme Officer – Partnerships, P-2</b>
<b>Indicative Annual salary:</b>	(a.) Annual Net Salary: USD 55,163 to USD 64,317 <sup>1</sup> (b.) Post Adjustment: USD 32,215.19 to USD 37,561.13 <sup>2</sup>
<b>Duration of Appointment:</b>	One year, with possible extension
<b>Duty Station:</b>	Abu Dhabi, UAE
<b>Entry on Duty:</b>	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 has 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.

The Country Engagement and Partnerships Division (CEP) leads the work with the IRENA member countries. It offers the main interface between the Agency and the regions and countries in the identification of priority areas for IRENA's technical support as well as in design, development and implementation of activities tailored to specific needs and priorities identified. This requires a systematic overview of country and regional needs, experiences and trends to help facilitate cross-fertilization of best practices between countries and regions, which also helps shape IRENA's future programmatic priorities.

Furthermore, CEP pursues strategic, result-oriented partnerships with various national, regional and global organisations and development partners that are active in the energy transition and climate action space to achieve long-term impact in its work on the ground through leveraging efforts and resources, maximizing synergies and complementarities, and avoiding possible duplication. Among others, CEP coordinates and

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<sup>1</sup> 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.

<sup>2</sup> 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.

facilitates the implementation of a number of multi-stakeholder partnership platforms in coordination with other IRENA Divisions, including, the SIDS Lighthouses Initiative (LHI), the Utilities for Net Zero Alliance (UNEZA) and the Alliance for Industry Decarbonization (AFID) which aims to decarbonize industrial value chains and accelerate net-zero ambitions in accordance with the Paris Agreement and the Global Geothermal Alliance (GGA) which serves as a global platform for improved dialogue, cooperation and coordinated action between geothermal industry, policy makers and geothermal stakeholders, where IRENA acts as the coordinator and facilitator of the initiative. CEP leads the Collaborative Framework (CF) on “Enhancing Dialogue on High Shares of Renewables in Energy Systems” that serves as a common forum to exchange national experiences and promote technical cooperation among countries and key relevant actors.

### **Duties and Responsibilities**

Under the guidance of the Director, CEP and immediate supervision of the Head, Partnerships, the Associate Programme Officer – Partnerships, P-2, will be responsible for the following duties:

- Support the development of strategic, result-oriented bilateral and multilateral partnerships with international, regional, national and local institutions sharing a common vision of promoting an accelerated deployment of renewable energy across regions.
- Support the coordination and implementation of the multi-stakeholder partnership initiatives supported and/or facilitated by IRENA.
- Support other outreach activities to promote awareness by key stakeholders on the activities and impacts of IRENA’s partnership work.
- Support the organisation of, and follow-up on, high-level and technical meetings of the Alliances, the CF and events, ensuring effective participation of key stakeholders, experts and partners.
- Support the the coordination and the implementation of the GGA work programme including but not limited to consultative processes and coordination meetings, development and management of practitioner group(s) and the knowledge sharing platform;
- Conduct research on trends, key topics, and emerging issues, and assist with the preparation of reports and support the research and development of knowledge products in the context of the implementation of the partnership initiatives.
- 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 the field of engineering, energy, environment, social sciences and/or any other related field. A first university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree. 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 transition policies, partnerships, renewable energy and energy efficiency, project identification and management and/or national governments in an international setting.

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

Applications from qualified women are highly encouraged.