

Terms of Reference

Secretariat of International Renewable Energy Agency (IRENA) IRENA Innovation and Technology Centre (IITC) Division

Title and Grade:	Associate Programme Officer – Energy Infrastructure Transitions
Indicative Annual salary:	(a.) Annual Net Salary: USD 55,163 to USD 64,317¹ (b.) Post Adjustment: USD 12,963.31 to USD 15,114.50²
Duration of Appointment:	One year, with possible extension
Duty Station:	Bonn, Germany
Entry on Duty:	As soon as possible

The International Renewable Energy Agency is an inter-governmental organisation headquartered in Abu Dhabi, mandated to promote the widespread and increased adoption and sustainable use of all forms of renewable energy in the pursuit of sustainable development, energy access, energy security and low-carbon economic growth and prosperity. IRENA's mission is to play a leading role in the ongoing transformation of the global energy systems as a centre of excellence for knowledge and innovation, a global voice of renewable energy, a network hub for all stakeholders and a source of advice and support for countries. 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.

Within this mandate, the focus of the IRENA Innovation and Technology Centre (IITC) on the provision of knowledge, data analysis, tools and pathways that detail the means to accelerate renewable energy technology uptake, considering national conditions of resource endowment, as well as social and economic frameworks. In accordance with the aims of IRENA Member States and the IRENA Statute, activities in this field include: analysis of renewable energy technology policies; promotion of innovation; dissemination of information and increased awareness; technology overview and assessment of success-failure factors; improved pertinent knowledge and technology transfer; technology and energy transition pathways, joint research, and provision of information about the development and deployment of national and international technical standards in relation to renewable energy.

IRENA aims to facilitate transformative improvement towards a resilient, sustainable, and low-emission energy transition in support of the Paris Agreement objectives.; and providing input to advisory services that the Agency provides to its member states and at regional levels.

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 Bonn is 23.5% currently determined by the International Civil Service Commission and subject to change without prior notice.

Duties and Responsibilities

Under the overall guidance of the Director of IITC, and the direct supervision of the Programme Officer – Renewable Energy Costs and Outlook, the Junior Professional Officer – Energy Infrastructure Transitions will perform the following duties:

- Support the division in collecting and analysing country and region-specific data that can be used in the analyses carried out by the team relating to in supporting the World Energy Transitions Outlook and Energy Planning teams. Such data can include investment trends, cost metrics, policies and plans, and other related topics around energy infrastructure. This would include but not be limited to, data on component costs (e.g., HVDC cables, transformers, EV chargers, etc), as well as project scale cost and capacity metrics (e.g., interconnector costs, distribution network strengthening, etc), as well as data on project delivery timelines, keep barriers to rapid implementation, etc.
- Analyse the critical path for the development of renewable energy projects for selected technologies, identifying barriers and factors influencing the cost and duration of key steps along the critical path. This includes assessing the impact of legal and regulatory frameworks, institutional involvement and trade-related issues. Emphasize the role of international trade in accelerating project implementation, highlighting the impact of trade and non-trade barriers (e.g. tariffs and non-tariff measures) on costs and timelines, particularly in developing countries. Propose approaches to overcoming these barriers, optimising key steps and enabling more efficient project delivery.
- Conduct analyses of the cost and trade-offs of infrastructure deployment lagging renewable power and end-use technology deployment. Identify key risk factors (e.g., permitting & planning rules, supply chain constraints, etc.), identify risk mitigation options or viable substitute pathways (e.g., greater use of stationary storage to alleviate grid constraints), identify best practices and facilitate information exchange between stakeholders.
- Assist in the integration of the key data and metrics into IRENA energy models and planning tools (WETO and Energy Planning teams tools), as well as supporting model analysis and the extraction of key messages for stakeholders related to the energy transition in regions and globally (e.g. the Regional Energy Transition Outlooks, Africa Continental Masterplan, WETO);
- Assist in the development and finalisation of publications that document the analysis and data collected, as well as contribute to the publications of analytical products developed by other IRENA teams that utilize the data and analysis collected.;
- Keep up to date with the latest development in renewable energy and the work of relevant public and private actors at an international and national level and take an active role in the engagement and coordination with other institutions working in the field;
- Support the organisation and delivery of side events and plenary discussions on topics related to renewable energy at the IRENA forums (e.g., General Assembly, Meeting of the Council, Innovation Week, etc.) as well as on an ad hoc basis;

- Assist in the daily activities and general tasks in IITC and in support of other IRENA divisions as and when required, including responding to internal and external queries.

Competencies

Professionalism: Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; 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; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed; ability to disseminate information through online platforms, social media and traditional methods.

Teamwork: Works collaboratively with colleagues to achieve organizational 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 & Organising: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Qualifications

Education: Advanced university degree (Master's degree) in the field of energy, renewable energy, engineering, economics, or other fields related to the job description.

Experience: A minimum of two years of professional experience in research, data collection and analysis related to renewable energy, or energy modelling; ideally related to the scope of the job description with a sound knowledge of renewable energy and.

Language and IT skills: Excellent command of both written and spoken English. Knowledge of other UN languages is desirable. Excellent writing skills are essential. Excellent analytical and data skills, knowledge of Tableau an advantage.

Applications from qualified women are highly encouraged.