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**Terms of Reference****Secretariat of International Renewable Energy Agency (IRENA)  
Knowledge, Policy and Finance Centre (KPFC)**

<b>Title and Grade:</b>	<b>Associate Programme Officer – Finance and Policy, 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>	<b>One year, with possible extension</b>
<b>Duty Station:</b>	<b>Abu Dhabi, UAE</b>
<b>Entry on Duty:</b>	<b>As soon as possible</b>

**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.

Within this mandate, the focus of the Knowledge, Policy and Finance Centre (KPFC) is on collecting data, developing knowledge platforms and conducting analyses to support the creation of enabling environments for funding, investment and growth in renewables. This entails analytical work on policy and finance; building a repository of knowledge on renewable energy statistics and resources, policies and finance, socio-economic benefits; and providing input to advisory services that the Agency provides to its member states and at regional levels.

**Duties and Responsibilities**

Under the overall guidance of the KPFC Director, the selected candidate will work on finance and policy issues cutting across KPFC work on the just and inclusive energy transition, including:

- Support the division in collecting and analysing country and region-specific data that can be used in

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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.

the analyses carried out by the team relating to renewable energy finance and policies. Such data can include energy transition including renewable energy investment trends, policies, risk mitigation measures, and other related workstreams under KPFC's mandate (socioeconomics, statistics, resource assessments, knowledge and exchange);

- Assist in the development and finalization of publications related to a just and inclusive energy transition in regions (e.g. the Regional Energy Transition Outlooks for West, East, North, Central and Southern Africa) and worldwide (e.g. Delivering on the UAE Consensus: Tracking progress toward tripling renewable energy capacity and doubling energy efficiency by 2030), with topics related to renewable energy investment trends, policies, risk mitigation measures, and other related work programme key activities under KPFC's mandate (e.g., NDCs and RE targets);
- Assist in analyses related to financing the energy transition including the analysis of cost of capital in developing countries, the use of revenues from carbon credits to finance renewable energy projects, funding projects that are not bankable but impactful using public and philanthropic funds, and other workstreams under KPFC's mandate (socioeconomics, statistics, resource assessments, knowledge and exchange);
- Support the organisation and delivery of side events and plenary discussions on topics related to renewable energy (renewable energy investment trends, policies, risk mitigation measures) at the IRENA General Assembly, Meeting of the Council, including the IRENA Policy Day, external events, and other related work programme key activities under KPFC's mandate;
- Assist in the daily activities and general tasks in KPFC as well as in requests from other divisions in the Agency when required;
- Perform other duties as required by the KPFC Director.

### **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 in Economics, Finance, Renewable Energy, Development. 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 renewable energy policy and finance.

**Languages:** English.

Applications from qualified women are highly encouraged.