

Terms of Reference for Key Personnel

National Technical Coordinator

Project:

Leapfrogging Myanmar's market to high efficiency lighting and appliances

Post title:

National Technical Coordinator

Contract Period:

March 2020 to December 2022. An initial contract period will be 10 months, with possibility of 2 years extension based on satisfactory performance

Duty station:

Energy Efficiency and Conservation Department (EECD), Ministry of Industry, Myanmar, with local travels required

Background:

The National Technical Coordinator will be responsible for overseeing coordination and timely implementation of activities of the Project. She/He will directly supervise the work of the Project Assistant.

Project Management Responsibilities:

- Responsible for overall management as well as review of activities and monitoring of key project consultants, staffers and sub-contractors
- Plan and organize all project related meetings, in close coordination with relevant Authorities and ensure all project activities and stakeholders are duly coordinated
- Ensure the active follow-up and development of linkages with correspondent similar initiatives
- In charge of coordination the compilation and updating of annual reports, half yearly reports and financial reports
- Review and provide key input of key outputs of the project, including market survey and assessment studies, business plans
- Responsible for reporting to UN Environment and as well as to steering committee
- Provide direction and overall management to the project office
- Take overall responsibility for the management and execution of the project
- Ensure that the activities are carried out according to the project design and the outcomes and outputs/deliverables are achieved to the required standard of quality within the approved timeframe and budget
- Help in organizing of training programs, ensure adequate participation and quality of reports

Technical Coordination Responsibilities:

- Provide technical support for the implementation of all project components and activities, and development of communication and awareness campaign.
- Lead implementation of pilot demonstration projects with international and national consultants.
- Coordinate with public and private sectors involved in supply of lighting and electrical appliances.

Reporting structure:

The National Technical Coordinator will work under the general supervision of the National Project Director, and report to the project implementation team (i.e., the National Project Director, the project co-operating entity, the International Institute for Energy Conservation - IIEC, and EECD).

Qualifications:

- Minimum of University degree in Science or Engineering
- Minimum 7 years of experience in the electricity and energy sector, knowledge of the appliance industry in Myanmar is preferable
- Extensive knowledge of the energy sector, regulation and reform, energy policy
- Knowledge of UN Environment/GEF facility as well as associated GEF Climate Program priorities, project preparation and implementation mechanisms would be an advantage.
- Good contacts in key institutions including power utilities, regulatory bodies, private energy companies, government ministries, etc.
- Demonstrated ability in managing a multi-disciplinary team
- Ability and willingness to travel at short notice
- Ability to fluently communicate, writing and speaking, in English
- Adequate computer literacy.

Please send your CV to:

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Application deadline: 28th February 2020