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**JOB DESCRIPTION**

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| Job Title:  | Energy Officer |
| Work Unit:Division: | Georesources and Energy Programme (GEP)Geoscience, Energy and Maritime (GEM) Division |
| Responsible To: | Team Leader – Policy and Governance Unit |
| Responsible For: | 0 |
| Job Purpose: | Under the direction of the Team Leader – Policy and Governance Unit and within the framework of the GEM Division organisational structure and work programme, the Energy Officer is responsible for supporting the coordination and implementation of the Framework for Energy Security and Resilience in the Pacific (FESRIP) 2021-2030. More specifically, the incumbent will be responsible for energy data management, supporting energy policy development / review and regional energy regulation activities, and tracking of energy progress against targets. |
| Date: | 30th August 2021 |

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| **Organisation Context:** |



The Energy Officer is accountable to the Team Leader – Policy and Governance Unit (PGU) under the general guidance of the Deputy Director – Georesources and Energy Programme (GEP) and be part of a multidisciplinary team. The incumbent will participate in relevant PGU, GEP and divisional activities and contribute to integrated programming across SPC.

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| **Key Result Areas:** |

The position of **Energy Officer** encompasses the following major functions or Key Result Areas (KRAs):

1. Energy Data and Knowledge Management (50%)
2. Energy Planning, Policy and Regulation (25%)
3. Regional Energy Tracking Coordination and Monitoring (25%)

***The requirements in the above Key Result Areas are broadly identified below.***

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| **Jobholder is accountable for**  | **Jobholder is successful when** |
| **KRA 1: Energy Data and Knowledge Management (50%)*** 1. Oversee the management of energy data collation through the Pacific Regional Data Repository for Sustainable Energy for All (PRDR) initiative.
		+ Manage the maintenance of the PRDR web- portal and ensure continuous data and report uploads into the PRDR;
		+ Map out and develop a GEP staff knowledge management database and strengthen efforts for the safe backup of GEP staff work;
		+ Backup all handover e-resources from departing staff as well as all completed GEP implemented Project documents;
		+ Strengthen and maintain partnerships and collaborations with other online database managers, knowledge contact centres, primary user groups and stakeholders;
	2. Provide Data Capacity Building support to PICs
	+ Contribute to the energy / engineering research activities and lectures for energy courses delivered by tertiary institutions in the region, as well as the mentoring of tertiary students as appropriate in their energy- related studies;
	+ Identify and facilitate capacity development support to GEP staff on knowledge management efforts to better support their work delivery.
	+ Facilitate support to the petroleum advisory services to the region through the collection and provision of country petroleum demand and supply data including fuel prices.
	1. Promotion and advocacy of affordable, Efficient and Productive Uses of Energy
* Assist with GEP’s promotion and advocacy activities – awareness, publication of materials, in-house activities, seminars, etc.
 | PRDR effort promoted:* PRDR portal performance maintained and regularly updated - homepage layout, improved content templates;
* Minimum of 120 uploads per year into the PRDR;
* GEP staff library database developed and updated capturing key knowledge management insights;
* National, regional, and international networks and partnerships strengthened and maintained – Technical Working Group (TWG) on Information and Knowledge Management (IKM) for Resilient Development, and NDC HUB.
* At least one PICs supported annually to establish their national energy balance and related publications;
* At least one tertiary student supported annually in pursuing his/her studies (if funds available);
* Capacity development support for all GEP staff facilitated.
* Support provided to countries on petroleum associated services;
* Support provided to (i) in house awareness activities (i.e. meetings and workshops), (ii) regional and international meetings, workshops and conferences, and (iii) raise the profile of GEP - awareness and advocacies.
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| **KRA 2: Energy Planning, Policy and Regulation (25%)*** Assist PICT with the analysis of their energy balances and statistics to establish trends and indicators for measuring the performance of the energy sector;
* Provide PICT with Country Energy Profile data and statistics to support the formulation and review of national energy plans, policies and regulatory frameworks;
* Collect and analyse end user energy consumption data to support the formulation of plans and policies for improving the efficient and productive uses of energy, particularly in the transport sector;
* With the guidance of DD – GEP and Team Leader – PGU, liaise with OPERA members to facilitate the implementation of regional and country energy regulation activities;
* Supporting OPERA and ADB in reviewing Consultants’ ToR, contracts and deliverables to ensure the delivery of quality outputs to OPERA members.
 | * PICT supported in the development of their national energy balances, trends and indicators compiled for at least 1 PICT;
* Support provided to PICTS in updating their national energy databases, trend analysis and indicators;
* Some PICT Energy Profiles regularly updated and published;
* Support provided to data compilation, analysis and reporting for country energy policy and action plan reviews;
* Relevant support provided to OPERA members and energy regulation activities effectively coordinated and implemented;
* OPERA Consultants’ outputs highly satisfactory and delivered in a timely manner.
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| **KRA 3: Regional Energy Tracking Coordination and Monitoring (25%)*** Liaise with PICT energy focal points and partners to access relevant data and information relating to progress made against targets such as the Energy Ministers outcomes, SDG7, energy roadmaps, etc;
* Analyse, interpret and provide evidence-based advice to GEM/GEP management;
* Prepare maps, diagrams and other products and as and when required present them to stakeholders;
* As and when required update Energy progress against target for Energy Ministers Meeting outcomes, SDG7 and roadmaps;
* Contribute to the monitoring, evaluation and reporting of the GEP and PGU work progress against work plan;
* As and when required provide technical and management support to GEP projects – new project preparations, end of project reporting, and closure;
* Provide data and information and support to PICT to establish their respective National Energy Balance and related publications.
 | * Relevant energy data and information acquired from PICTs and partners;
* Energy data analysed and interpreted and sound advise provided to GEM/GEP management;
* Maps and diagrammes prepared and presented to stakeholders;
* Progress on Energy Minister Meeting outcomes, SDG7 and roadmaps updated;
* Monitoring, evaluation and reporting of the GEP and PGU work progress against work plan successfully completed;
* Project funds properly acquitted / accounted for and project preparation, reporting, review and closure effectively supported;
* PICTs National Energy Balance and related publications effectively supported.
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 **Note**

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and supervisor as part of the performance development process.

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| **Work Complexity:** |

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| Most challenging duties typically undertaken: |
| The Energy Officer must demonstrate excellence in data and information management, through data collection, analysis and interpretation to support energy security and sustainable development in the Pacific region. In addition, the incumbent must have at least a first degree in statistics, economics or science with at least six years of relevant work experience including energy data collection, analysis and interpretation; generating maps, diagrams and charts; database management; and networking and partnerships. Experience working in government, private sector, and/or a regional / international organisation is essential. The Energy Officer is expected to have reasonable knowledge of the energy sector and sub-sectors in the Pacific Islands region and have some work experiences in the Pacific and/or any developing region. The incumbent should be able to undertake activities assigned under this position as articulated in the KRAs above and will be working closely with other SPC staff. He /She should possess a high level of interpersonal skills, gender and cultural sensitivity.He / She will be required to travel extensively within the region that has many health hazards such as malaria, dengue fever, non-potable water supplies and poor sanitary facilities.  |

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| **Functional Relationships & Relationship Skills:** |

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| **Key internal and/or external contacts** |  **Nature of the contact most typical** |
| * External -
* SPC Member Countries
* Regional and International Partners
* Development partner representatives based in Suva and in other PICTs.
* SPC Clients
 | * Stakeholder consultation
* Country visits
* Networking
* Information and data sharing
* Data management
* Dissemination of relevant information and reports
* Justification and approval of country visits
 |
| * Internal –
* Director – GEM Division
* Deputy Director – GEP
* Team Leader – Policy and Governance Unit
* Other GEP staff members
* Ocean and Maritime Programme
* Disaster and Community Resilience Programme
 | * Discuss work plan and budget
* Task allocation
* Travel justification, authorisation, arrangement and processing
* Discuss task implementation progress and remedial measures
* Collaboration
* Contract negotiation
* Information and data sharing
* Discuss awareness strategy
* Seek professional advise
* Discuss general work-related matters
* Personal affairs
* Socialising
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| **Level of Delegation:** |

The position holder:

 - does not manage an operational budget

 - cannot authorise costs unless delegated by the Deputy Director – GEP and/or Director GEM Division

 - cannot sign standard letters on matters relating to tasks implementation.

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| **Person Specification:** |

###### Qualifications

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| Essential:  | Desirable:  |
| * A degree in Statistics, Economics, Engineering or Science and / or closely related fields from a recognised institution.
 | * Post-graduate degree in Statistics, Economics, Engineering or Science and/or closely related fields from a recognised institution
* Relevant work experience in energy data / database management;
* Strong analytical and problem solving skills;
* Strong PC based computer skills.
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**Knowledge / Experience**

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| Essential:  | Desirable:  |
| * At least 6 years of experience in energy statistics, planning and knowledge management;
* Good technical experience in energy data analytics and modelling;
* Experience with policy, planning, and econometrics;
* Reasonable knowledge of work planning, and monitoring and evaluation;
* Experience in advocacy, use of communication tools and capacity building efforts;
* Be able to communicate effectively with member country governments, regional and international organisations.
* Excellent team player and participatory process skills;
* Ability to plan, prioritise, and coordinate activities;
* Ability to handle high pressure situations and meet deadlines;
* Good interpersonal skills;
* Computer literacy particularly with Microsoft Office and GIS applications are essential;
* Ability to work effectively in a cross-cultural environment and have gender / cultural sensitivity
* Demonstrated excellent oral and written communication skills in English.
 | * Familiarity with the energy sector and sub-sectors.
* Experience in working with Government, regional / international organizations, and the private sector.
* Experience with multi-stakeholders’ participatory approach
* Some work experience in the Pacific Islands region considered an advantage;
* Familiarity with the Pacific Regional Data Repository (PRDR).
* Experience with LEAP, RETSCREEN, Homer.
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**Key Skills /Attributes / Job Specific Competencies**

The following levels would typically be expected for the 100% fully effective level:

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| Advanced level | * Sound technical knowledge;
* Report writing and reviewing;
* Data management;
* Stakeholder engagement;
* Provision of technical support.
* Prioritising and task coordination;
* Efficient utilisation of resources.
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| Working Knowledge | * Using data and information management systems;
* Clarity, confidence and articulateness in both oral and written communication;
* Sound analytical and organisational skills;
* Efficient and effective task deliveries;
* Interpersonal and communication skills; and
* Computer literacy, particularly with Microsoft Office and GIS applications.
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| Awareness | * Ability to work effectively in a multidisciplinary, cross-cultural environment and to have both gender and cultural sensitivities;
* Willingness to undertake frequent travel both within and outside the region;
* Ability to deal with confidential information in a professional manner and in accordance with SPC Policy & Procedures.
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###### Key Behaviours

*All employees are measured against the following* ***Key Behaviours*** *as part of Performance Development:*

* Change and Innovation
* Interpersonal Skills
* Teamwork
* Promotion of Equity and Equality
* Judgement
* Building Individual Capacity
* Leadership

## **Personal Attributes**

* High level of professional integrity and ethics
* Honest, motivated and hardworking.
* Friendly with excellent interpersonal skills.
* Ability to work unsupervised.
* A team player with professional conduct.
* Ability to handle high pressure situations and meet deadlines.
* Ability to take initiatives and learn new work-related skills.
* Demonstrated high level of commitment to customer service.
* Creative and Dependable

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| **Change to Job Description:** |

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by SPC. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle.