



## JOB DESCRIPTION

<b>Job Title:</b>	Office of the Pacific Energy Regulator Alliance (OPERA) Coordinator
<b>Division/Programme and Section/Project (if any):</b>	Geoscience, Energy and Maritime (GEM) Division Georesources and Energy Programme (GEP)
<b>Location:</b>	Suva, Fiji
<b>Reporting to:</b>	Deputy Director GEP
<b>Number of Direct Reports:</b>	N/A
<b>Purpose of Role:</b>	OPERA is a regional entity established to promote sustainable energy development and efficient regulation across the Pacific region. The role of the Regional Coordinator is pivotal in achieving OPERA's objectives. This position is responsible for carrying out the activities and daily functions of OPERA and implementation of OPERA business plan. He/She will also act as Technical Advisor and ensure OPERA's financial sustainability through fundraising, grant writing, and/or donor coordination. The Regional Coordinator will enhance OPERA's effectiveness and expand its impact on sustainable energy development in the region.
<b>Date:</b>	August 2024

### Organisational Context and Organisation Chart

The Office of the Pacific Energy Regulators Alliance (OPERA) is currently a network for energy regulators in the Pacific Islands region. It was established through the OPERA Constitution signed by Tonga, Samoa and Vanuatu in 2016 and currently has 13 members. OPERA is mandated to promote and support independent energy regulations through policy formulation, relevant capacity building initiatives, and technical and advisory assistance to its members.

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OPERA's primary strategic goals are to: (i) strengthen and enhance the regional capacity in utility regulation in OPERA member countries, (ii) promote the independence, professionalism, accountability and visibility of national utility and energy regulators, and (iii) develop its regional and international outreach and visibility with a communication strategy and action plan.

OPERA is hosted at SPC's Suva Regional Office. This arrangement has been formalised under a Memorandum of Understanding (MoU) signed by SPC and all OPERA members in 2021.

SPC is the principal scientific and technical organisation in the Pacific region, proudly supporting development since 1947. We are an international development organisation owned and governed by our 27 country and territory

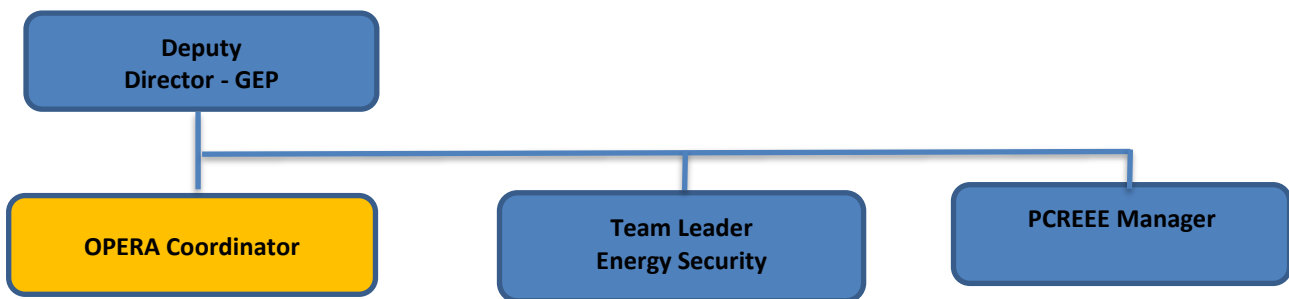
members. We work for the well-being of Pacific people through the effective and innovative application of science and knowledge, guided by a deep understanding of Pacific Island contexts and cultures. (<https://www.spc.int/>).

**The Geoscience, Energy and Maritime Division (GEM)** uses scientific and technical innovations to develop solutions that help overcome development challenges in the Pacific. The Division supports Pacific Countries and Territories by developing critical data, applied science and technical solutions to overcome challenges faced by our members. We work in partnership with countries to better understand these challenges whilst supporting and developing innovative solutions to overcome some of the greatest risks faced by this region.

**The Georesources and Energy Programme (GEP)** brings together the Economic Development Division and our Georesources team. The inextricable links between understanding and use of Pacific georesources and their link to the development of sustainable energy systems ensures the programme effectively integrates along each stage of the supply chain. This model ensures increased support for our members to understanding, protect and manage these resources sustainably.

The OPERA coordinator is one of the senior positions within the Georesources and Energy Programme of the Geoscience, Energy and Maritime Division. He/She will report directly to the Deputy Director of GEP.

This position is based in Suva, Fiji, in accordance with the SPC-OPERA Memorandum of Understanding (MOU).



**Key Result Areas (KRAs):**

The position of OPERA Regional Coordinator encompasses the following major functions or Key Result Areas:

1. **Strategic Leadership (30%)**
2. **Operations and financial management (40%)**
3. **Stakeholder Engagement / Communication and Outreach (30%)**

*The performance requirements of the Key Result Areas are broadly described below*

<b>Jobholder is accountable for</b>	<b>Jobholder is successful when</b>
<p><b>KRA1: Strategic Leadership for OPERA (30%):</b></p> <ul style="list-style-type: none"> <li>• Provide strategic guidance for OPERA's activities, in alignment with OPERA's goals and objectives.</li> <li>• Support OPERA leadership in the conduct of meetings of the Executive Committee and Board of Directors and the development and implementation of OPERA's annual work plan, ensuring its alignment with members' needs.</li> <li>• Foster effective collaboration and coordination among OPERA members,</li> </ul>	<ul style="list-style-type: none"> <li>• Sound strategic guidance, policy advice and support provided to OPERA members.</li> <li>• OPERA meetings are successfully conducted and business plan and annual workplan timely and successfully implemented and reported.</li> <li>• Engagement with existing partners enhanced, and Technical Assistance and/or funding support secured, and new partnerships established that support OPERA.</li> </ul>

<p>strategic partners, donors, and relevant stakeholders to achieve common objectives.</p> <ul style="list-style-type: none"> <li>• Represent OPERA at relevant national, regional and international meetings.</li> </ul>	<ul style="list-style-type: none"> <li>• OPERA’s priorities, needs and services well articulated in national, regional and international meetings</li> </ul>
<p><b>KRA2: Operations and Financial Management (40%):</b></p> <ul style="list-style-type: none"> <li>• Oversee the day-to-day operations of OPERA, ensuring smooth functioning of all activities and initiatives.</li> <li>• Coordinate and support the implementation, monitoring and evaluation of projects and activities outlined in the approved work plan/budget.</li> <li>• Act as the main point of contact for stakeholders and facilitate effective communication and coordination among OPERA members and with external stakeholders.</li> </ul> <p><u>Financial Management and resource mobilisation:</u></p> <ul style="list-style-type: none"> <li>• Work closely with the supervising position to ensure financial sustainability by actively participating in fundraising efforts.</li> <li>• Work with OPERA members in discussing, developing, reviewing and submitting concept notes and proposals to donors</li> <li>• Assist in the development and management of OPERA's budget, ensuring proper allocation of funds and adherence to financial guidelines.</li> <li>• Prepare regular financial reports and present them to OPERA members and relevant stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Day-to-day operations of OPERA successfully implemented.</li> <li>• OPERA project and activities effectively supported</li> <li>• Effective communication and coordination among OPERA members and with external stakeholders</li> <li>• Funding support secured and new partnerships established that support OPERA.</li> <li>• In collaboration with members, project concept notes and proposals developed, reviewed and submitted to donors</li> <li>• Appropriate assistance and sound advice relating to resource mobilisation provided to OPERA</li> <li>• OPERA budget successfully managed and in compliance with financial regulations and reporting requirements of OPERA and its host organisation</li> </ul>
<p><b>KRA3: Stakeholder Engagement / Communication and Outreach (30%)</b></p> <p><u>Stakeholder engagement</u></p> <ul style="list-style-type: none"> <li>• Build and maintain strong relationships with key stakeholders, including Pacific energy regulators, technical experts, government agencies, development partners, NGOs, and private-sector representatives.</li> <li>• Represent OPERA in meetings, conferences, and other relevant events to promote its mission and objectives.</li> <li>• Collaborate with stakeholders to identify training needs and support capacity-building initiatives in the energy regulatory field.</li> <li>• Organise workshops and events to promote knowledge sharing and capacity building among OPERA members. Gather, analyse and disseminate information on best practices, emerging trends and regulatory</li> </ul>	<ul style="list-style-type: none"> <li>• Engagement with existing partners enhanced, and new partnerships established that support OPERA</li> <li>• OPERA represented and promoted in meetings and conferences</li> <li>• Sound advice and technical assistance provided to the OPERA and ADB regarding the engagement of Consultants and the implementation of OPERA activities</li> <li>• Knowledge sharing and capacity building provided to OPERA members</li> <li>• OPERA communication strategy successfully developed and implemented</li> </ul>

<p>frameworks / standards relevant to energy regulation.</p> <p><u>Communication and Outreach</u></p> <ul style="list-style-type: none"> <li>• Develop and implement communication strategies to raise awareness of OPERA's activities and achievements, streamline requests for support, and promote knowledge sharing among experts.</li> <li>• Manage OPERA's external communication channels, including the webpage, social media platforms, and outreach materials.</li> <li>• Coordinate the publication of OPERA knowledge products, such as reports and newsletters.</li> </ul>	<ul style="list-style-type: none"> <li>• OPERA external communication channels successfully managed</li> <li>• OPERA Knowledge product published and shared</li> </ul>
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The above performance requirements are provided as a guide only. The precise performance measures for this job will need further discussion between the jobholder and supervisor as part of the performance development process.

**Most Challenging Duties Typically Undertaken (Complexity):**

- Ability to deal with a multitude of national, regional and international stakeholders amid competing demands and deadlines
- Raising funds to ensure resources are available to support the work of OPERA
- Provide sound advice to OPERA Technical Director, SPC GEP Deputy Director and GEM Director

**Functional Relationships & Relationship Skills:**

<b>Key internal and/or external contacts</b>	<b>Nature of the contact most typical</b>
<p><b>External</b></p> <ul style="list-style-type: none"> <li>• OPERA members</li> <li>• Counterparts in the Departments /Ministries of Energy, Climate Change and Transport</li> <li>• Regulators, Power Utilities and Independent Power Producers</li> <li>• SEI-API and its members</li> <li>• Research institutions</li> <li>• Consultants</li> <li>• Donors and partners</li> </ul>	<ul style="list-style-type: none"> <li>• Country work priorities, stakeholder consultations, and awareness</li> <li>• Planning, and preparation and implementation of work plans</li> <li>• Coordination, collaboration, and partnerships</li> <li>• Funding and financial issues</li> <li>• Investment attraction</li> <li>• Reporting</li> </ul>
<p><b>Internal SPC</b></p> <ul style="list-style-type: none"> <li>• Director GEM Division</li> <li>• Team Leader – Energy Security</li> <li>• Deputy Director – GEP</li> <li>• PCREEE Manager</li> <li>• GEP staff</li> <li>• GEM Division staff</li> <li>• ESU team members</li> <li>• CCES division</li> </ul>	<ul style="list-style-type: none"> <li>• Decision making</li> <li>• Divisional and programme strategy, planning and resource allocation</li> <li>• Work plan development and approval</li> <li>• Collaboration and partnerships</li> <li>• Finance and auditing</li> </ul>

**Level of Delegation:**

Routine Expenditure Budget: Approximately 1 million EUR per annum

Budget Sign off Authority without requiring approval from direct supervisor: 0 EUR

**Personal Specification:**

*This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current position holder has.) This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.*

**Qualifications**

<b>Essential:</b>	<b>Desirable:</b>
<ul style="list-style-type: none"> <li>• A post-graduate degree in energy, renewable energy, climate change mitigation and/or related fields or equivalent body of knowledge and experience.</li> </ul>	<ul style="list-style-type: none"> <li>• A master’s degree in Energy, Renewable Energy, Climate Change Mitigation and/or related fields.</li> </ul>

**Knowledge/Experience**

<b>Essential:</b>	<b>Desirable:</b>
<ul style="list-style-type: none"> <li>• At least 10 years of relevant experience in the energy sector, with 5 years of leadership experience at project/programme management level</li> <li>• Proven ability to work effectively with government, donor development partners, and private sector agencies.</li> <li>• Experience in advising government executives and officials.</li> <li>• Demonstrated leadership and management skills, including the ability to provide strategic direction and foster collaboration among diverse stakeholders.</li> <li>• Excellent communication skills, both written and verbal, with the ability to engage with a wide range of audiences. Strategic planning and organisational development experience</li> <li>• Strong organizational skills and the ability to manage multiple tasks and priorities effectively.</li> <li>• Proficiency in computer applications and software relevant to project management and communication.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 years of experience working in the Pacific and/or a developing region</li> <li>• Demonstrated experience in energy access, renewable energy and energy efficiency</li> <li>• Relevant experience in international development and multi-stakeholder coordination</li> <li>• Demonstrated ability to establish / enhance partnerships.</li> <li>• Demonstrated ability to take initiatives and work without supervision.</li> <li>• High level of interpersonal skills and work in a cross-cultural environment</li> <li>• Willingness to undertake frequent travel both within and outside the region</li> <li>• Excellent computer skills, including high proficiency in Microsoft Office and use of the Internet</li> </ul>

**Key Skills/Attributes/Job Specific Competencies**

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

<b>Expert level</b>	<ul style="list-style-type: none"> <li>• Provide sound technical advice to OPERA Executive Committee, OPERA Board of Directors and OPERA members.</li> <li>• Identify and advocate for new/innovative ideas and solutions that will help OPERA address its challenges and fulfill its purpose</li> </ul>
<b>Advanced level</b>	<ul style="list-style-type: none"> <li>• Critical thinking and foster partnerships</li> <li>• Support and contribute to teamwork and the implementation of OPERA's work</li> </ul>
<b>Working knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledgeable in Energy Regulation, Energy Access, Renewable Energy Technologies, energy frameworks and policies</li> <li>• Familiar with many aspects of energy</li> </ul>
<b>Awareness</b>	<ul style="list-style-type: none"> <li>• SPC Regulations and Policies</li> <li>• Gender and cultural sensitivity issues of working in a male dominated sector and the Pacific region</li> </ul>

### 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
- Effective Communications & Relationships
- Leadership
- Coaching and Development
- Strategic Perspective

### Personal Attributes

- High level of professional integrity and ethics
- Friendly demeanor
- Demonstrated high level commitment to customer service

### 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 the work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by SPC. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.