



JOB DESCRIPTION

Job Title:	Coordinator – Just Energy Transition
Division/Programme and Section/Project:	Geoscience, Energy and Maritime (GEM) Division Georesources and Energy Programme (GEP)
Location:	Suva, Fiji
Reporting to:	Deputy Director GEP
Number of Direct Reports:	0
Purpose of Role:	<p>Under the direct supervision of the Deputy Director Georesources and Energy, the Coordinator will lead the work on the Just Energy Transition and coordinate the implementation of GEP Energy projects, including the CLEARPICS, PEGSAP, Tuvalu biogas and PAWES projects.</p> <p>They will spearhead and coordinate the implementation of the Framework for Energy Security and Resilience in the Pacific (FESRIP) and monitoring the region's progress on SDG 7, participating in GEP's resource mobilisation efforts. The position works with teams across the GEM Division in Climate Change and Resilience domains.</p>
Date:	September 2024

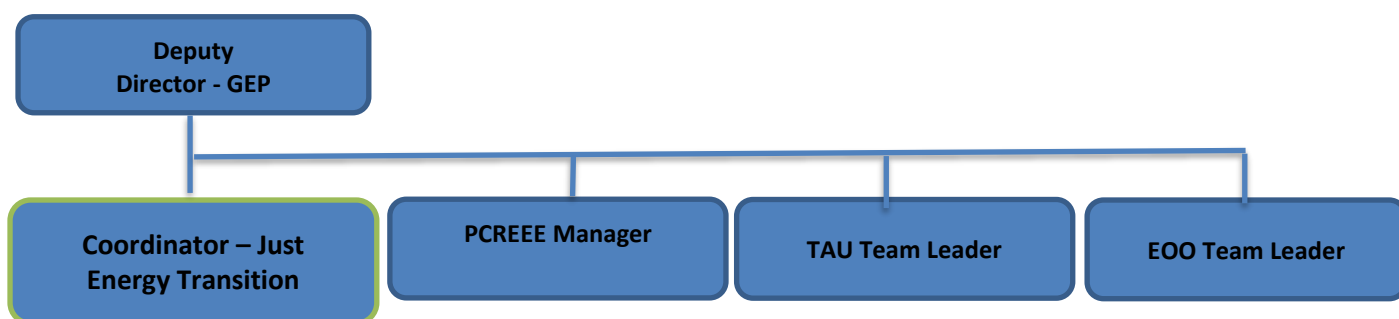
Organisational Context and Organisation Chart

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 Coordinator – Just Energy Transition is accountable to the Deputy Director GEP and will coordinate the energy security team. He/she will also be working closely with the PCREEE and CCES team. The incumbent will participate in relevant Energy Security Unit, GEP and divisional activities and contribute to integrated programming across SPC.



Key Result Areas (KRAs):

The position of Coordinator – Just Energy Transition encompasses the following major functions or Key Result Areas:

1. Leading and coordinating the implementation of Just Transition Energy projects and activities (40%)
2. Coordinating and monitoring the implementation of the Framework for Energy Security and Resilience in the Pacific (FESRIP) 2021-2030 (30%)
3. Spearheading the resource mobilisation / fundraising efforts for the Georesources and Energy Programme (30%)

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

Jobholder is accountable for	Jobholder is successful when
<p>KRA 1: Leading and coordinating the implementation of Just Transition Energy projects and Activities (40%)</p> <ul style="list-style-type: none"> • Coordinate and support the activities of the PAWES project (Pacific Waste-to-Energy Solution), in coordination with the PAWES Project Manager and PAWES team; • Coordinate and support the activities of the CLEARPICS project (Clean Energy Access for Remote Pacific Island Countries), in coordination with the Energy Access Specialist; • Coordinate and support the activities of the PEGSAP project (Pacific Energy and Gender Strategic Action Plan), in coordination with the PEGSAP Project Manager; • Coordinate and support the activities under the Tuvalu biogas project, in coordination with the Energy Officer; • Provide sound advice and technical assistance to the OPERA Coordinator for the implementation of OPERA activities. • Coordinate and support the implementation of other GEP projects such as MFAT Climate Change project Just Energy Transition Studies and others. 	<ul style="list-style-type: none"> • GEP Energy Transition projects successfully coordinated and implemented • Sound advice and technical assistance provided to the OPERA for the implementation of OPERA activities • Technical assistance and sound advice provided to PICTs on energy policy, and MEPS and other energy aspect • GEP energy project successfully completed in collaboration with the beneficiary countries and partner • Consultants / external advisers engaged and their assigned tasks successfully complete

<ul style="list-style-type: none"> • Provide technical assistance and advice to PICTs on energy policy, Minimum Energy Performance Standards (MEPS) and other aspects of energy • Facilitate the engagement of consultants / external advisers, as and when necessary, to conduct specific GEP energy task. 	
<p>KRA 2: Coordinating and monitoring the implementation of the Framework for Energy Security and Resilience in the Pacific (FESRIP) 2021-2030 (30%)</p> <ul style="list-style-type: none"> • Support and coordinate the development the FESRIP Implementation Plan and Indicators in consultation with PICTs and partners • Enhance engagement with existing partners and seek their support through Technical Assistance and/or funding for the implementation of the FESRIP • Explore and establish new partnerships that will strengthen the implementation of the FESRIP • Provide regular update and seek guidance from the Deputy Director – GEP 	<ul style="list-style-type: none"> • FESRIP Implementation Plan developed and implemented in partnership with PICTs and partners • Engagement with existing partners enhanced, and Technical Assistance and/or funding support secured • New partnerships established that support the establishment of the FESRIP • Regular updates provided to Deputy Director – GEP and his/her guidance sought
<p>KRA 3: Spearheading the Resource Mobilisation / Fundraising efforts for Energy (30%)</p> <ul style="list-style-type: none"> • Assist the Deputy Director – GEP and provide sound advice to him/her in relation to GEP’s resource mobilization efforts • Work with members of GEP team in discussing, developing, reviewing and submitting project concept notes and proposals (including Theory of Change, Logical Framework, and concept notes) to donors • Lead GEP’s effort in developing joint energy concept notes and proposals with relevant partners and submitting them to donors • Explore new partnerships / funding opportunities to support the implementation of the FESRIP priority initiatives with partners / donors /philanthropies, private sector, etc. • Participate in GEP’s meetings and other activities including brainstorming / planning, information sharing, meetings with partners and donors, etc. 	<ul style="list-style-type: none"> • Appropriate assistance and sound advice relating to resource mobilisation provided to Deputy Director – GEP • In collaboration with other GEP team members, project concept notes and proposals developed, reviewed and submitted to donors • In collaboration with relevant partners, joint energy concept notes and proposals completed and submitted to donors • New partnership / funding opportunities identified and specific FESRIP priority initiatives selected for funding consideration • Actively participated in GEP meetings such as brainstorming /planning, information sharing, meetings with donors and partners, etc

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
- The coordination of multiple energy projects and the implementation of the FESRIP
- Raising funds to ensure resources are available to support the work of Energy Team
- Provide sound advice to the Deputy Director of GEP

Functional Relationships & Relationship Skills:

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

Level of Delegation:

Routine Expenditure Budget: 0 EUR

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

Essential:	Desirable:
<ul style="list-style-type: none"> • A post-graduate degree in Energy, Renewable Energy, Climate Change Mitigation and/or related fields. 	<ul style="list-style-type: none"> • Demonstrated experience in coordinating multiple projects in the development sector • Relevant experience in international development and multi-stakeholder coordination • Demonstrated ability to establish / enhance partnerships.

Knowledge/Experience

Essential:	Desirable:

<ul style="list-style-type: none"> • At least 7 years of relevant experience in the development sector, with 3 years of leadership experience at project/programme management level • Demonstrated ability to prioritize and deliver timely and high-quality project outputs and outcomes • Experience in research and analysis • Previous experience working with donors and developing country partners • Awareness of the FESRIP 2021-2030 and PICTs energy priorities • Demonstrated ability to engage with donors, partners and other stakeholders • Excellent oral and written English communication skills 	<ul style="list-style-type: none"> • 5 years of experience working in the Pacific and/or a developing region • Demonstrated ability to take initiatives and work without supervision. • High level of interpersonal skills and work in a cross-cultural environment • Willingness to undertake frequent travel both within and outside the region • Excellent computer skills, including high proficiency in Microsoft Office and use of the Internet
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Key Skills/Attributes/Job Specific Competencies

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

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

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.