



TERMS OF REFERENCE

Project Officer (Full time)

Project Title:	Grid-Connected Small-Scale Photovoltaic Systems
Post Title:	Project officer
Contractual Modality:	Two months (Full time)
Duty Station:	Egypt-PV Premises - Dokki
Supervision:	Project Manager

BACKGROUND/ORGANIZATION CONTEXT:

The objective of the project is to remove the barriers to increased power generation by small, decentralized, grid-connected PV systems. The project strategy builds on the planned Government initiatives to develop a market for small, decentralized renewable energy power generation by ensuring adequate returns on targeted private sector investments.

The project will catalyze the development of decentralized, grid-connected small-scale renewable energy (RE) power generation market in Egypt and the solar PV in particular. The target is to facilitate the installation of new decentralized PV resulting in direct GHG reduction benefits of 66 kilo-tons of CO_{2eq} during the lifetime of the project. Complementary indirect mitigation benefits are expected from the sustained market growth of the PV market after the project with estimated GHG reduction of about 0.6-0.7 million tons of CO_{2eq}.

The project is funded by the Global Environment Facility (GEF) and United Nations Development Programme (UNDP) acts as the GEF Implementing Agency. The project is executed by Industrial Modernization Centre (IMC) of the Ministry of Industry and Foreign Trade, which will assume the overall responsibility for the achievement of project results as UNDP's Implementing Partner (IP).

By the end of the project, the project seeks to establish a basis for sustainable market growth by:

- Supporting the design, purchase and installation of the first PV systems as an easily replicable model;
- Establishing an enabling policy and institutional and regulatory framework to provide the basis for sustainable market growth of small, decentralized RE (primarily PV) applications and for attracting adequate financing for the required investments;
- Strengthening the supply chain by building the capacity of the key supply-side stakeholders such as system designers, equipment vendors and installers to offer competitively-priced, good-quality products and services to the targeted stakeholders (including required after-sales services) and by introducing adequate quality control mechanisms to build up customer confidence and positive customer experiences of small, decentralized PV systems; and

Facilitating the establishment of a financing framework and a network of local financial institutions to support the development of the decentralized PV market by providing long-term financing on attractive terms for PV investments and, as applicable, dedicated funds especially for those households which, without a previous credit history and/or required collateral, may face difficulties in convincing the banks of their credit-worthiness.

DUTIES AND RESPONSIBILITIES:

1. Assist with organizing operational and administrative processes for project needs including procurement and logistics and provides support to office maintenance.
2. Provide support in preparing project events, including workshops, meetings (monthly, quarterly and annual), study tours, trainings, etc., as required.
3. Initiate routine correspondence relating to the implementation of project and drafting of official documents and other communications with the project partners;
4. Assisting in updating project's content on the website.
5. Assist in preparation of publications regarding project's activities.
6. Bring any actual or potential problems to the attention of the PM.
7. Prepare new staff member documents
8. Issue individual and institutional contracts (consultation)
9. Undertake all preparation work for procurement of goods, support facilities and services as required in canvass form.
10. Make travel and logistics arrangements, as needed.
11. Assist in the human resources administrative processes, including recruitment of short-term consultants and temporary assignments, minutes-taking.
12. Draft meeting minutes, translate and interpret from Arabic to English and vice-versa.
13. Assist in managing the projects files and supporting the project manager in preparing the required reports for monitoring and supervision of project progress;
14. Undertake other relevant matters assigned by the PM.

COMPETENCIES

Corporate Competencies:

- *Integrity*: Demonstrate commitment to UNDP's mission, vision and values.
- *Respect of diversity*: Displays cultural, gender, nationality and age sensitivity and adaptability.

Core Competencies:

- *Project Orientation*: Focus on impact and results for the project and respond positively to feedback.
- *Team Work*: Participate in teams effectively and show conflict resolution skills.
- *Relationship Building*: Build strong relationships with stockholders and external actors.
- *Stress Management*: Remain calm, in control and good humored even under pressure.
- Demonstrate openness to change and ability to manage complexities.
- Consistently approach work with high energy and positive and constructive attitude.

Functional Competencies:

- *Development and Operational Effectiveness*: Ability to perform a variety of specialized tasks related to Results Management, including support to planning and implementation of the project, managing data, and clear and accurate reporting. Ability to provide input to business processes re-engineering, implementation of new systems, including new IT based systems.

PERFORMANCE INDICATORS FOR EVALUATION OF RESULTS:

- Effective and timely fulfillment of all financial steps via ensuring due diligence and respecting the UNDP rules and regulations.
- Effective fulfillment of logistical and organizational requirements for the project.
- High quality maintenance of files and records and efficient response to queries.



REQUIRED QUALIFICATIONS

- University degree in business administration, economics, human resources or related disciplines.
- Demonstrated experience and success of working in a similar position;
- Solid experience of administration, planning and reporting on foreign funded projects; and experience with international auditing requirements;
- Good organizational capacity;
- Previous experience with UNDP Projects is an asset;
- Good computer skills in common word processing (MS Word), spreadsheet (MS Excel), MS Power point and other relevant software's;
- Appropriate English language skills, both spoken and written;
- Excellent inter-personal skills as well as working well within a team environment;
- Ability to work effectively under pressure.

APPLICATION PROCESS

For interested applicants, please send a cover letter and updated CV to the following email addresses:

info@egypt-pv.org, hfarouh@imc-egypt.org, and sabdelwahab@egypt-pv.org;

no later than 2nd April 2023

The subject line of the e-mail should read "Egypt-PV_Project Officer"