

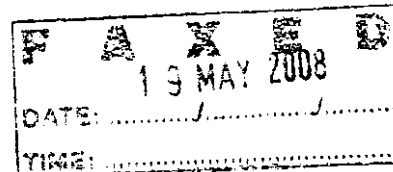
## Secretariat of the Pacific Islands Applied Geoscience Commission

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### CIRCULAR 12/08

**FILE REF : ADM/8.16, ADM/2.20**  
**Date : 19<sup>TH</sup> MAY 2008**  
**To : SOPAC National Representatives**  
**Subject : Vacant Position at the SOPAC Secretariat**  
**: SENIOR ADVISER - ENERGY**



The SOPAC Secretariat invites applications for the position of Senior Adviser - Energy. Please find attached the advertisement and duty statement for this position. The closing date for application is Friday 27<sup>th</sup> June 2008.

We would be highly appreciative of your assistance toward providing public notice of these position offers, within your department and/or ministry, as well as disseminating it widely through your Public Service Official Circular.

We regret that due to budgetary constraints SOPAC is not in a position to meet the costs for placement of the advertisement in local and national newspapers, in each of our member countries.

Yours sincerely

**Bhaskar Rao**  
**DEPUTY DIRECTOR**

*cc: CROP Organisations [FFA, FORSEC, PIDP, SPC, TCSP, USP, SPBEA, SPREP, FSMed]*  
*cc: Suva Based Council Members*

## VACANCY

### SENIOR ADVISER - ENERGY

Applications are invited for the positions of Senior Adviser - Energy within the Community Lifelines Programme of the Secretariat of the Pacific Islands Applied Geoscience Commission (SOPAC), located in Suva, Fiji Islands.

Applicants should have a broad understanding of energy policy development, energy legislation and regulation, energy economics, energy technologies and their applicability to the Pacific region, and possess a high level of interpersonal skills and cultural sensitivity.

The Adviser will be engaged in a range of energy sector activities requiring the provision of policy, financial, economic and technical advice, contribute to the development of projects, project planning, coordination, management and evaluation.

All applications should be fully documented and include relevant details of qualifications, experience and the names and contact of three referees.

The salary and benefit package offered for the position is commensurate with terms and conditions of the Council of Regional Organisations in the Pacific.

All applicants are encouraged to contact Karen Datta, SOPAC Administration Officer: [recruitment@sopac.org](mailto:recruitment@sopac.org) or visit the SOPAC website: [www.sopac.org](http://www.sopac.org) for detailed information on this position.

Applications close Friday 27<sup>th</sup> June 2008 and should be submitted to the SOPAC Director by post: SOPAC Secretariat, Private Mail Bag, Suva, Fiji; or Facsimile (679) 3370 040; or electronically via the Administration Officer. All applicants should note that only those for whom there is further interest will be contacted.

SOPAC is an equal opportunity employer and encourages applications from suitably qualified women and men.



PACIFIC ISLANDS APPLIED GEOSCIENCE COMMISSION  
JOB DESCRIPTION

SENIOR ADVISER ENERGY

1. Key/Data/Position Identification

Position Title	:	Senior Adviser Energy
Programme	:	Community Lifelines Programme
Reporting To	:	Manager Community Lifelines Programme
Remuneration Level	:	Grade J

2. Context of Position

**Energy issues** within the Pacific region remain key in particular in regard to the security of supply given the regions continued high dependence on and use of fossil fuels. A number of specific energy issues are included as priorities tagged for immediate action with in sustainable development component of the Pacific Plan as highlighted by the Leaders, where these issues are also part of the Communiqué developed by the Pacific Energy Ministers in their Ministerial level Meeting April 2007.

The **SOPAC vision** is sustainable development of natural resources, principally non-living resources, and vulnerability reduction for the peoples of the Pacific. It is through this overall vision statement that SOPAC provides its contribution to sustainable development and reduction of poverty in the region.

The overall **goal of the Community Lifelines Programme of SOPAC** is improved community access to energy, water and sanitation, and information and communication technologies for sustainable livelihoods.

Under the direction of the Manager Community Lifelines and within the framework of the SOPAC organisational structure and work programme, the Senior Adviser Energy (**Adviser**) will develop, plan, implement and co-ordinate programmes of work having relevance and significance to the peoples and governments of SOPAC member countries, enabling them to improve their capacities to plan, manage and develop their energy sectors. The **Adviser** will contribute to the strategic development of new activities as part of and seek resources to support the Community Lifelines programme.

The **Adviser** should be capable of working with a minimum of supervision, able to set priorities in the designated areas of responsibility, and be proactive in developing new areas of work within identified objectives and strategies. The **Adviser** should have a broad understanding of energy policy development, energy legislation and regulation, energy economics, energy technologies and their applicability to the Pacific region, and possess a high level of interpersonal skills and cultural sensitivity. The **Adviser** will be required to mentor and supervise energy officer level staff and / or MSc. students engaged in study at the University of the South Pacific (USP) as required, and may be engaged to deliver

lectures at the USP in relevant components of their programme as it related to the energy sector.

The **Adviser** will be engaged in a range of energy sector activities requiring the provision of policy, financial, economic and technical advice, contribute to the development of projects, project planning, coordination, management and evaluation. The provision of technical and policy assistance to member countries as well as other activities as required to be performed in delivery of the energy programme.

The **Adviser** 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.

### **3. Accountabilities and Responsibilities**

- Coordination, planning and delivery of quality energy focused work programmes including the provision of technical advice, the development of individual work plans, mentoring energy staff, performance evaluation reviews and contribute to staff interview processes and staff selection;
- Contribute to the development and implementation of regional energy work programmes ensuring conformity with SOPAC's vision and goals including regional strategic documents such as the Pacific Islands Energy Policy (2004) and its associate Strategic Action Plan, aligns with the 2007 Pacific Energy Ministers Communiqué and the Pacific Plan;
- Promote effective regional coordination and collaboration within the energy sector including advocacy at high level regional energy forums such as the Pacific Energy Ministers Meeting and the e-Parliament Project on Energy and Climate for ACP Legislators.
- Support and assist the Community Lifelines Manager in the provision of energy sector advice to the SOPAC Executive Management Team including the development of a clear understanding of the energy sector strategies and drivers for the next 5 years;
- Foster co-operation and collaboration with national, regional and international organisations, donors and agencies active in the energy sector including member country government Ministries / Departments, including project and financial reporting;
- Identify and develop new activities and partnerships as part of the energy sector of the Community Lifelines Programme, including proposals to donors, communication and evaluation of implemented activities with donors;
- Effectively represent SOPAC on national, regional and international forums, conferences and meetings as required;
- Supervise and mentor research students at USP in their thesis work and lecture university students on renewable energy, energy efficiency and conservation, and other energy-related topics as required;
- Advise and provide technical assistance to member country Governments on renewable energy and energy efficiency and conservation related issues and develop an appropriate set of activities for the SOPAC energy work programme to address these;
- Advise and assist member country Governments with project designs and development that will contribute to accessing funding for the development of their respective national energy sector projects and programmes;

- Conduct, facilitate and co-ordinate regional and national training activities, seminars and workshops related to the energy sector work programme;
- Evaluate and review the socio-economic and technical merits of activities and initiatives in the energy sectors of member countries and provide technical and policy advice where appropriate;
- Appraise project proposals from member countries, coordinate and provide technical assistance on the implementation of their projects;
- Appraise member countries' requests for consultancy assistance, providing assistance in the drafting of terms of reference and contracts for consultants, monitoring their performance and reviewing their consultancy reports; and
- Other duties appropriate to skills and qualifications, as required from time to time and as directed by Management.

#### **4. Required Knowledge, Skills and Experience**

- A Masters of Engineering or Science or a post-graduate diploma in a specific Energy Technology or in Energy Planning and Policy or equivalent.
- At least ten years experience in the energy sector, where ideally five of these years should be in a developing country context and relevant to Pacific regional energy sector issues.
- Experience with the development of energy sector policies, legislations and regulations and their implementation, a wide understanding of renewable and alternate energy technologies (such as solar energy, biofuels and wind energy), an understanding of opportunities available from energy efficiency and conservation and linkages to the clean development mechanism and the climate agenda.
- A good understanding of the cultures and the working environments in member countries and the ability to be proactive in developing new ideas to serve and to address the needs of member countries.
- Fluency in written and spoken English is essential to communicate with member country governments and other regional and international organisations. Knowledge of other languages spoken in the region is an asset.
- Strong PC based computer skills, preferably with Microsoft programs [Word, Excel, Access, Outlook, Power-point] and ability to use E-mail and the Internet. Knowledge of other programs such as Adobe Photoshop and MapInfo, and an understanding of spreadsheet, database principles and energy economic models or templates would be an advantage.
- Demonstrated ability to take initiative and work under limited or no supervision.

#### **5. Selection Criteria**

In addition to having the above required knowledge, skills and experience, applicants will be assessed based on interview performance and work sample and the following other requirements:

- Aptitude for the provision of high quality service;
- Clarity, confidence and articulateness in both oral and written communication;
- Strong analytical skills and the ability to master new material quickly;
- Ability to supervise other staff effectively;
- Ability to set priorities successfully in order to meet tight deadlines;
- Ability to be proactive in seeking to develop new areas of work within identified objectives and strategies;
- Ability to work effectively in a cross cultural environment; and
- Willingness to undertake frequent travel both within and outside the region.

8 May 2008