

Renewable Energy Project Assistant

IT Power is a leading international renewable energy and climate change consultancy. The company is involved in most aspects of renewable energy applications and climate change initiatives, undertaking project management, R&D and consultancy contracts for national and international clients covering the technical, economic, social and institutional aspects of solar, wind, hydropower, tidal, wave, and biomass energy technologies. IT Power provides support to international institutions, governments and industry around the world, assisting in the development of strategies and initiatives to mitigate greenhouse gas emissions including the Clean Development Mechanism (CDM), Joint Implementation (JI) and Emissions Trading.

IT Power is managing the European Union financed REP-5 Project (Support to the Energy Sector in 5 ACP Pacific Islands) and is looking for an enthusiastic, hard-working person to join our team as full-time Project Assistant to be based within the Programme Management Unit in Suva, Fiji.

REQUIREMENTS:

- University degree in engineering, science, economics, accounting, or a related discipline.
- Minimum of one year work experience or equivalent part-time experience.
- Excellent skill in MS Excel Spreadsheets, report writing in MS Word and e-mail.
- Excellent written English.
- Good skill in MS PowerPoint, MS Project and/or other document formatting, publishing (including website creation) and drawing programmes would be an advantage.
- Previous experience in the energy sector and knowledge of energy and environmental issues would be an advantage.
- Motivated to learn and be part of a team.

RESPONSIBILITIES:

The Project assistant will be responsible for

- 1) Verifying and implementing payments and recoveries for all REP-5 activities.
- 2) Compiling all supporting documents for invoices and other accounting.
- 3) Bookkeeping all these operations according to the administrative procedures already defined by the Programme Management Unit.
- 4) Assisting with report writing and other document preparation.
- 5) Assisting with preparation of meetings, project logistics and budget preparation.
- 6) Other day to day activities to support project

Salary negotiable depending on qualifications.

Contract between 12 to 18 months, with a 3 month trial period.

Applicants must be of European Union, African, Caribbean or Pacific Island nationality

Candidates should apply for the position by sending their CV together with a cover letter to the following email address:

Email: suva@rep5.net

Applications shall be sent before end of the day on Friday 29th June 2007.