



## WORK CONTEXT

The **RES4Africa Foundation's mission** is to create an **enabling environment for renewable energy investments in African countries** to meet local energy needs. Renewable energy is fundamental for Africa to achieve its inclusive and **sustainable development**.

For the past three years, in collaboration with other international partners, RES4Africa Foundation has been implementing the **Micro-Grid Academy**, a **vocational and capacity building programme**, with the aim of creating a skilled and conscious workforce to deploy **renewable energy solutions in the East-Africa region** and beyond, thus enhancing access to energy and sustainable development while fostering socio economic development, local entrepreneurship and job creation.

The Micro-Grid Academy is a RES4Africa Foundation' **capacity building and youth programme** that contributes to fill the capacity gap and provide access to **job opportunities** to young women and men in the **renewable energy (RE) and rural electrification sector**. With the purpose to **empower a new generation of young professional**, since its foundation in 2018, the MGA has delivered 13 training editions reaching over 500 participants coming from East Africa, Southern Africa and Europe.

In this framework, the main objective of the collaboration is the contribution to the general and technical aspects of the project design and management to consolidate the quality and effectiveness of the didactic programme, increasing the impact of the MGA in Africa.

## JOB SUMMARY

The Project Officer (PO) will participate to the management and implementation of the activities related to the Micro-Grid Academy.

The Project Officer will support the Project Coordinator in the preparation, formulation and implementation of all the activities related to the Micro-Grid Academy initiative. The PO should have at least three years of relevant working experience in project management and has a theoretical and practical knowledge and background in technical electrical engineering domain.

Moreover, he/she is expected to give his/her support the PC and Didactic Coordinator (DC) within the didactic aspects of the Micro-Grid Academy, ensuring a high-quality curriculum and related contents and materials. The collaboration will start in **October/November 2020** and the **duty station** will be **Rome** with possible frequent field visits to Africa.

The salary will be commensurate to the candidate's experience.

## DUTIES

The duties of the PO are to contribute to the general and technical aspects of the project management and to support the analysis of funding opportunities:

- Participate to the finalisation and revision of the above-mentioned didactic syllabus and curriculum by providing technical inputs and expertise in the technical electrical engineering domain.
- Ensure the preparation of the trainings' agenda and implementation based on project planning or upon specific requests and needs.
- Engage trainers and RES4Africa Foundation' partners in the training delivery.
- Develop surveys to assess the MGA alumni's capacity gaps and job profiles.
- Support the Micro-Grid Academy access to job market component and to the general strategy development.
- Support the PC in partner and donor engagement and founding opportunities within technical, didactic aspects.



- Contribute to the development of project and activity planning.
- Monitor project procurement and contracting for the activity's implementation.
- Ensure project budget design and regular financial monitoring.
- Prepare internal and external narrative and financial reports and progress report.
- Prepare appropriate training technical report with addressing suggestion of improvement from didactic point of view.
- Supervise the collection and archiving of financial, administrative and project documents.
- Support in the production of strategic communication documents and communication campaign.
- Attend staff and project meetings.
- Scout for funding opportunities and contribute to grant and proposal development.
- Perform any other duties required for the effective functioning of the MGA project.

### QUALIFICATIONS

- Advanced university degree (Master's degree or equivalent degree or a Bachelor's Degree) in electrical, mechanical or energy engineering.
- A minimum of three years of relevant work experience in project management in the electrical, mechanical or energy engineering field and in the renewable energies sector.
- Previous experience in capacity building/training delivery will be an asset.
- Specific experience in Africa and knowledge of international organisations (UN agencies and others) and development agencies will be an asset (AICS, GIZ, etc.).
- Analytical and problem-solving capacity.
- Motivation, adaptability and flexibility.
- Ability to manage multiple priorities under pressure and to meet short- and long-term deadlines.
- Ability to work effectively as a team member and independently.
- Transparency.
- Planning and organisational capacity.
- Excellent oral and written communication skills both in Italian and English.
- Excellent critical and creative thinking and analytical skills.
- Availability to travel to Kenya and other African countries.

### PERFORMANCE INDICATORS

Performance will be measured against the following tentative targets:

- The Micro-Grid Academy Standard Curriculum, syllabus developed with high-quality contents and materials.
- Internal reports and report to donors are timely submitted.
- Project financial monitoring is regularly updated.
- Internal and external communication flow is properly implemented.
- Team working, time and pressure management.

**Applications:** please send your CV (max. two pages) and motivation letter (max. one page) to [info@microgridacademy.org](mailto:info@microgridacademy.org) stating in the subject "Reference: MGA Project Officer".

**Deadline:** 15/09/2020 at 23:59 CET

**Please note:** due to the high number of applications we receive we are unable to provide feedback if unsuccessful at the application stage. Only short-listed candidates will be updated on the status of their application.