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Job Description

Position:	Africa Energy Programme Coordinator
Grade:	B2
Reports to:	Conservation Program Manager, WWF-Uganda Country Office
Coordinates:	Regional Energy officer
Location:	Kampala, Uganda
Date:	January 2018

Major Functions:

As the officer responsible for ensuring effective implementation of the Africa Energy Programme, the coordinator's principal duty is to promote, fundraise for, and coordinate the development and implementation of the Africa Energy Programme in close collaboration with the key participating country offices and the relevant WWF Global Practices and Practice Focal Points in Africa. Specifically, the Africa Energy Programme Coordinator:

- Coordinates existing programme activities and identifies new opportunities for the Africa region and participating WWF Country Offices that relate to the delivery of the Africa Energy Programme and the WWF Global Energy and Climate Practice (ECP);
- Leads and supports the further development and implementation of the Africa Energy Transformational Project and other projects under the Africa Energy Programme;
- Develops a coherent and well-articulated Strategic Framework for the implementation of the various Africa energy projects together with the participating WWF Country Offices and partners in a synergetic and complimentary manner with the Country Office Strategic Plans as well the WWF Global Energy and Climate Practice.

Major Duties and Responsibilities:

- i. Supports and facilitates further development of the Africa Energy Programme, in alignment with the WWF Global Energy and Climate Practice Strategy, including development of an overall Programme Strategic Framework and a Monitoring and Evaluation (M&E) plan.
- ii. Leads the identification, packaging and marketing of new project proposals to potential donors and partners.
- iii. Facilitates the establishment of an Africa Energy Enabling Team, including identification of suitable representatives of both internal and external partners and serving as a

secretariat for the same, to facilitate the successful implementation of the Africa Energy Programme.

- iv. In collaboration with participating Country Offices and the WWF Global Energy and Climate Practice, develops complementary and auxiliary projects and initiatives that facilitate the successful implementation of the Africa Transformational Energy Project, including context research, options for innovation and scaling up as well as cross-linking with other relevant Global Goals/Practices and Country Strategic Plans.
- v. Provides technical leadership and management support, as appropriate, to the implementation of ongoing energy projects in the participating countries, as far as they relate to the Africa Energy Programme, taking into consideration the fact that any in-Country activities are to be led and implemented by local Country Office Teams.
- vi. Prepares annual and quarterly work plans for the implementation of the Africa Energy Programme (and associated projects) in close consultation with the line manager and Africa Energy Enabling Team.
- vii. Monitors, evaluates, and identifies areas of improvement in the implementation of the Africa Energy Programme guided by a clear M&E plan, and prepares relevant M&E reports (annual, quarterly, as necessary) for internal and external audiences.
- viii. Promotes and supports cross-learning visits and exchanges within and outside the WWF network at both Africa and international levels, including targeted capacity building (training, necessary equipment, etc.) of participating Country Offices and strategic partners that in turn assist in the delivery of the Africa Energy Programme.
- ix. In close collaboration with the WWF Governance Practice and the Africa Policy and Partnership Director, coordinates development and dissemination of policy recommendations on key energy issues targeting Africa and regional governance bodies, including among others the East African Community (EAC), Southern African Development Community (SADC), Africa Union (AU), UNFCCC.
- x. Coordinates regular and consistent communications and updating of Africa energy programme and projects related developments to donors and other relevant partners, as required and in close consultation with participating country teams.
- xi. In cooperation with Communication staff from participating WWF Country offices, develops and coordinates public engagement and communication campaigns (such as Earth Hour) on key energy issues in the region.
- xii. Develops and strengthens partnerships with actors and donors that are supporting or may support implementation of the Africa Energy Programme.

- xiii. Ensures that all Projects under the Africa Energy Programme are gender sensitive, support human rights, inclusive and participatory.
- xiv. Ensures that the Africa Energy Programme is implemented in accordance with WWF standards, values and principles.

Profile

Required Qualifications

- Master's Degree in Environment and Natural Resources Management;
- Specific studies in energy and climate change, development studies, international development, social sciences, communication expertise are added advantages;
- At least 7 years of relevant professional experience;
- Experience in sustainable energy development;
- Experience in civil society organizational capacity development, lobbying, advocacy, natural resources management; and
- Fluency in English and at least one other major language spoken (Swahili, French, and Portuguese) in East Africa and Southern Africa region is an added advantage.

Required Skills and Competences

- Demonstrable people management and partnership development skills;
- Demonstrated ability to handle complex process and information integration issues;
- Ability to coordinate major capacity building activities, planning, development and implementation of capacity building initiatives;
- Ability to maintain effective working relations both as a team member and team leader;
- Ability to establish priorities and to plan, coordinate and monitor own work plan and those under his/her supervision;
- Ability to be effective under circumstances of minimum supervision;
- Proven interpersonal skills and ability to establish and maintain effective working relations with people in a multi-cultural, multi-interest, multi-ethnic environment;
- Capacity of assuming a leading role, often in situations under pressure, in defining and implementing projects with teams of individuals of different culture and background;
- Excellent organization skills;
- Superb oral and written communications skills; and
- Must be detail-oriented and have the ability to multi-task;

Working Relationships

Internal: Interacts and closely works with the WWF UCO Conservation Manager, Country Director, the Africa Transformational Projects Coordinator, relevant Country Offices staff, WWF Global Energy and Climate Practice team members, and WWF National Offices and administrative staff.

External: The Coordinator will interact with relevant actors in the East African Community (EAC), Southern African Development Community (SADC), United Nations Framework Convention on Climate Change (UNFCCC), United Nations Environment Programme (UNEP) and other relevant regional bodies, CSO Networks, National Ministries of Energy in East and Southern Africa region among others in close coordination and collaboration with relevant country office leads on Energy.

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

Prepared by Date:.....

Approved by Date: