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JOB DESCRIPTION

Position: Project Officer- EU Energy project

Reports to: Project Manager- EU Energy project

Supervises: Project Assistant

Location: Kasese

Grade: A3

I. Mission of the Department: To ensure the development and implementation of the WWF Uganda EU Energy strategy to the highest standards.

II. Role Definition:

To implement and coordinate project activities in Kasese District in line with the WWF UCO and EU objectives.

III. Key Responsibilities:

1. Prepare and implement activity work plans and budgets in line with WWF UCO project guidelines.
2. Coordinate training and capacity building for targeted groups in Kasese District in line with WWF UCO project guidelines.
3. Monitor the implementation of sub-grants awarded to civil society and other partners in line with the WWF guidelines.
4. Coordinate periodic technical support to end-users for correct use of solar PV systems, maintenance and safe disposal of used batteries in liaison with the installation technician in line with WWF guidelines.
5. Provide technical support in identification of targeted institutions; schools and health centres in line with the in line with project guidelines.
6. Coordinate and implement advocacy and lobbying activities through awareness-raising and sensitization meetings at local level with key partners in line with the WWF project guidelines
7. Implement the project's monitoring and evaluation plan; ensure compliance, provide support in project evaluations, document best practices and lessons learnt in relation to the set performance indicators in line with the M & E guidelines.
8. Prepare and submit monthly activity reports to key stakeholders in line with WWF guidelines.

Profile:**Required Qualifications**

- A Bachelor's (honors) degree in Engineering.
- 3-5 years cumulative working experience in renewable energy technologies.
- Experience working on solar PV projects is an added advantage.

Required Skills and Competences

- Demonstrated experience in implementation, monitoring and evaluation of project activities.
- Experience in civil society organizational capacity development, communication, mobilisation, lobbying and advocacy for energy related issues is a must;
- Demonstrated experience in mentorship and capacity building.
- Effective oral and written communication of technical energy issues to both technical and non-technical audiences; networking and good interpersonal skills.
- Good conceptual, analytical and innovative problem-solving ability;
- A good understanding of key energy issues in Uganda;
- Ability to remain effective working in a team and under circumstances of minimum supervision.
- Must be detail-oriented and have the ability to multi-task under limited supervision.
- Fluency in English and at least one other major language spoken in the Albertine region

Working Relationships

Internal: Interacts and works closely on a regular basis with the Project Manager, the project staff, Country Office Energy team and relevant stakeholder Offices.

External: Interacts as required with governmental institutions, Civil Society Organisations, partners and other stakeholders, in collaboration with the Project Manager as appropriate.

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff.