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WWF Uganda Country Office,
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Job Description

Position: **Regional Energy Officer**

Reports to: Regional Energy Coordinator

Location: Kampala, with regular travels in and outside the Africa region

Major Functions:

The position will support the Regional Energy coordinator in the implementation of sustainable energy initiatives, the Africa Energy Transformational Project and support the delivery of sustainable energy actions within Country Strategic plans and as part of the overall the Global Climate and Energy Practice. In this regard the Regional Energy Officer will:

- Support the effective rolling out of the integration of sustainable and renewable energy aspirations into Country Office conservation plans and strategies and the effective implementation of associated energy relevant programmes and activities.
- Takes lead on the implementation of some key Energy projects coordinated at the ROA Energy Hub.
- Liaise with the WWF Finance and Administration team both at the host Country and Regional Offices to provide logistical and administrative support to the Regional Energy Hub.
- Support the Regional Energy Coordinator in coordinating existing activities and identifying new opportunities for the region and the WWF Country Offices in the region in the implementation of activities that relate to the delivery of the regional energy programme;
- Support the effective development and implementation of the full Africa Energy Transformational Project.
- Support in developing a coherent and well-articulated programmatic approach to the implementation of the ROA Energy programme together with the relevant WWF Country Offices and partners in the Region in a synergetic and complimentary manner with the Country Office Strategic Plan ambitions as well the Global Climate and Energy Practice.

Major Duties and Responsibilities:

- i. Under the supervision Energy Coordinator of the ROA Energy Hub, support the further development of the Regional Energy Programme and the Africa Energy Transformational Project including the identification of potential project packaging attractive to funding.
- ii. Take lead in documenting and communicating of key energy developments in consultation with the regional energy coordinator, national energy focal persons and development partners.
- iii. Support the implementation of key strategic energy interventions coordinated at the Regional Office for Africa including among others; the Sustainable Energy Access Forums (SEAFs), the ROA Component of the project on integrating environmental and social concerns in oil and gas development in Africa and the strengthening civil society on sustainable energy initiative among others as may be required from time to time.
- iv. In consultation with Regional Energy Coordinator and relevant finance teams, prepare, monitor and analyze budgets, procurements, administration and financial reporting of WWF Regional Office for Africa Energy Hub.
- v. Take lead in developing and implementing an effective programme monitoring and evaluation to track the implementation of the Regional Energy Hub action plan. This among others will include undertaking of appropriate baselines and tracking of progress of implementing the regional energy strategy against these established baselines.
- vi. Support the Regional Energy Coordinator in providing adequate technical and management support to ongoing energy projects at the Regional Office for Africa Energy Hub and Country offices as well as with key strategic partners.
- vii. In collaboration with relevant Regional and Country Office staff, develop relevant projects and initiatives that facilitate the successful implementation of the ROA action plans on sustainable energy, including context research, and the preparation of fully justified and budgeted proposals according to WWF Network standards and/or funding agency guidelines
- viii. Take lead in preparing annual and quarterly work plans on the implementation progress of the ROA Energy action plans in consultation with the Regional Energy Coordinator

- ix. In close collaboration with the Regional Energy Coordinator and the Regional Communications team, will support the development and coordination of public engagement and communication campaigns (such as through the Earth Hour, Earth Hour City Challenge among others) on key energy issues in the region.
- x. Ensures the ROA Energy actions plans are implemented with due consideration of gender issues and in accordance with WWF standards, values and principles.
- xi. Undertakes any other related assignments as by be required of him/her by the Regional Office for Africa Energy Coordinator.

Profile

Required Qualifications

- Advanced degree in Renewable/Sustainable Energy management or Environment and Natural Resources Management with experience in energy-related work is a must.
- Demonstrated experience in conducting research on energy, environment and natural resources is a must.
- Demonstrated experience in monitoring and evaluation is a must.
- Experience in sustainable energy related-programme implementation is a must.
- Experience in civil society organizational capacity development, communication, networking, lobbying and advocacy for natural resources management is a must;
- Demonstrated experience in mentorship and capacity building.
- Effective communication, networking and good interpersonal skills is a key requirement.
- Experience in programme development and management
- At least 3 years of professional experience in relevant field.
- Must demonstrate skills for effective oral and written communication of technical sustainable energy issues to both technical and non-technical audiences;
- Fluency in English and at least one other major language spoken (Swahili, French, and Portuguese) in Africa region is an added advantage.

Required Skills and Competences

- Good conceptual, analytical and innovative problem-solving ability;
- A good understanding of key energy issues in Africa;
- Demonstrated ability to handle complex processes and information integration issues;

- Ability to implement alone or as part of a team 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 remain 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;
- Must be detail-oriented and have the ability to multi-task under limited supervision.

Working Relationships

Internal: Interacts and closely works with the ROA Energy Coordinator, the Country Directors, Conservation Directors, Global Energy and Climate Practice, Country Office Energy teams in the Regional Office for Africa, relevant WWF National Offices and administrative staff at WWF UCO and relevant WWF Country Offices.

External: working closely with the ROA Energy Hub and country office teams, the Regional Energy Officer will interact with relevant actors in the East African Community (EAC), Southern African Development Community (SADC), Africa Union, Common Market for East and Southern Africa (COMESA), Economic Community of West African States (COWAS), Africa Development Bank (AfDB); United Nations and associated UN Agencies (UNIDO, UNEP, UNDP UN Foundation etc) and other relevant regional bodies, CSO Networks, National Ministries of Energy in Africa among others.

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