



**Post Title:** Head of Operations  
**Reports to:** Executive Director  
**Supervises:** Team Leads and Staff in the Operational Unit  
**Duty Station:** Barbados  
**Travel Required:** Yes  
**Position Type:** Full-time, three years with the possibility of extension based on performance  
**Position Grade:** Senior Management (Leadership)  
**Eligibility Criteria:** National of a CARICOM Member State.

### BACKGROUND DESCRIPTION

The Caribbean Centre for Renewable Energy and Energy Efficiency (CCREEE) is a regional multi-lateral development organisation agreed upon by the Heads of the Government of the Caribbean Community (CARICOM) at its Thirty-Sixth Conference and becoming operational in 2018 under its Inter-Governmental Agreement to foster regional collaboration and promote renewable energy and energy efficiency development, investments, markets and industries in the Caribbean with its vision being to “transform the energy landscape of the Caribbean into a sustainable, affordable and climate resilient sector; focused on improving lives of our people”.

CCREEE operates as the regional hub for sustainable energy activities. It seeks to address energy security, improve access to modern energy services, and promote climate change mitigation and adaptation. CCREEE works closely with the Energy Programme of the CARICOM Secretariat as well as a wider network of regional sustainable energy Centres for Small Island Developing States (SIDS) in Africa, the Caribbean, the Indian Ocean and the Pacific.

CCREEE's mission encompasses a broad range of objectives aimed at transforming the Caribbean's energy landscape. These include the promotion of energy efficiency, the integration of renewable energy technologies, and the facilitation of investment in sustainable energy projects across priority sectors. The Centre works to create an enabling environment for sustainable energy development through capacity building, knowledge sharing, energy sector planning, and policy advocacy. It also provides technical assistance and supports the development of projects that contribute to climate change mitigation and adaptation.

CCREEE engages with various stakeholders, including governments, private sector entities, and regional and international organizations, to drive the transition towards sustainable energy in the Caribbean. By focusing on innovative solutions and regional cooperation, the Centre plays a crucial role in improving access to modern energy services, reducing greenhouse gas emissions, and enhancing the overall resilience of Caribbean communities to the impacts of climate change. In this context, CCREEE is seeking to fill the post of **Head of Operations** to join a diverse and dynamic team.

## **FUNCTIONS AND DELIVERABLES**

Under the direct supervision of the Executive Director, the **Head of Operations (HoO)** leads and manages the internal operations of CCREEE, ensuring the Centre's governance, financial, administrative, procurement, human resources, ICT, legal and compliance systems are effective, transparent, and strategically aligned with its mandate. The HoO serves as a key institutional advisor to the Executive Director and works closely with the CARICOM Secretariat and other regional and international partners to ensure that CCREEE's internal operations uphold the highest standards of institutional excellence and fiduciary accountability.

The HoO is responsible for developing and executing operational strategies, policies, and procedures that ensure the Centre's financial sustainability, staff productivity, digital resilience, and administrative efficiency. The HoO leads the development, regular updating, and institutionalization of standard operating procedures (SOPs), compliance frameworks, and operational risk management systems.

In addition, the HoO provides governance support to the Executive Board and Governance Committees, including the preparation of board papers, documentation of decisions, and tracking of follow-up actions. The HoO also serves as a primary liaison on operational matters with the CARICOM Secretariat and ensures alignment with regional institutional protocols.

The HoO oversees a multidisciplinary team of professionals covering finance, HR, procurement, ICT, and administration, and ensures operational coherence across all technical and programme units of the Centre. The HoO also champions organizational learning, knowledge management, A.I. and digital transformation within CCREEE's operations, positioning the Centre as a modern, responsive, and results-driven institution.

## **DUTIES AND RESPONSIBILITIES**

The HoO is expected to deliver their duties and responsibilities with a focus on strategic alignment, operational excellence, and meaningful regional impact, thereby advancing CCREEE's mission of a sustainable energy future for the Caribbean.

### **A. Strategic Operational Leadership**

- Provide effective, strategic and up-to-date technical advice to the Executive Director, providing insights and recommendations on organizational strategy and decision-making for the effective running of the Office and contributing to high-level decision-making and organizational positioning.
- Act as the liaison between the Energy Unit of the CARICOM Secretariat and CCREEE, ensuring seamless collaboration and alignment with regional objectives.
- Facilitate effective communication between the CCREEE leadership and the operations team to ensure alignment on priorities.
- Develop and lead initiatives to strengthen capacity building both internally (developing the skills and competitiveness of CCREEE's staff and organizational processes).

- Lead the Operations Directorate, managing day-to-day functionality, team performance, and cross-functional coordination.
- Drive business process improvements across the organization to enhance agility, accountability, and performance.

## **B. Operational Management**

- Oversee the daily operations of the Office, ensuring effective management of workflows and priorities.
- Coordinate and streamline internal processes across the Operations Team to enhance operational efficiency across departments.
- Lead and manage the preparation of reports, presentations, and updates for internal and external stakeholders, including the CCREEE Executive Board, Energy Unit of the CARICOM Secretariat, and development partners.
- Ensure compliance with organizational policies, donor requirements, and regional/national regulations.
- Contribute to revising strategic plans, organizational charts, budgets, procurement plans and performance indicators.
- Lead the development, implementation, and monitoring of the Centre's annual operations and finance work programmes, in close coordination with the Executive Director, Executive Board, COTED, sub-committees and other governance bodies, ensuring alignment with strategic priorities, budgetary frameworks, and institutional mandates.
- Work closely with the project and operation teams and support the development of Annual Work Plans (AWPs), Monitoring and Evaluation and project implementation plans in line with programmatic standards and agreements with the partners (Implementing Partners (IP) and donors), and Standard Operating Procedures.
- Ensure the timely and effective execution of operational decisions and recommendations issued by the Executive Board, its Standing Committees, the Executive Director, and the Technical Committee, including translating directives into actionable plans, coordinating cross-functional implementation, and tracking institutional compliance.
- Ensure that operational policies and procedures (e.g., procurement, financial management, risk) are updated to accommodate evolving compliance requirements linked to donor funding modalities and to enable agile response to new financing opportunities.
- Lead the development and maintenance of internal operational frameworks and due diligence protocols to support the Centre's eligibility for managing larger-scale and multi-year financing envelopes.
- Ensure that project reports (quarterly, annual and final) and relevant ad-hoc documents are developed, consistent with donor agreements and CCREEE standards.
- Support the organization and hosting of meetings of the Executive Board, Standing Committees, Technical Committee and other relevant meetings.
- Implement activities efficiently and ensure the cost-effective use of resources.

### **C. Governance, Compliance, Legal Oversight, and Policy Development**

- Lead the preparation, drafting, review, and follow-up of Executive Board and Governance Committee papers, decisions, and action plans including the preparation of agendas, meeting minutes, and follow-up actions for Board meetings and other governance activities.
- Develop and maintain internal policies, standard operating procedures (SOPs), and compliance frameworks across operational domains (finance, HR, procurement, ICT, and administration).
- Review and provide institutional legal oversight for all contracts, Memoranda of Understanding (MoUs), funding agreements, service agreements, and other binding instruments, ensuring alignment with CCREEE policies, international standards, and institutional risk management frameworks.
- Monitor the legal and regulatory operating environment and provide strategic advice on compliance, due diligence, and institutional risk mitigation.

### **D. Finance Oversight and Fiduciary Readiness**

- Provide high-level financial advice and strategic forecasting to the Executive Director, including scenario planning, multi-year budget projections, financial risk assessments, and funding allocation strategies to support institutional decision-making and long-term sustainability.
- Provide oversight of the Finance Unit to ensure sound financial governance, compliance and accountability.
- Ensure full compliance with CCREEE, International Public Sector Accounting Standards (IPSAS) or equivalent donor-required standards.
- Lead financial due diligence processes and institutional assessments required to qualify CCREEE for funding from multilateral development banks (MDBs), development finance institutions, and International Development Partners (IDPs) (CDB, UN, EU, GIZ, FCDO etc).
- Lead the planning, coordination, and completion of all financial audits for the Centre, including annual institutional audits, project-specific audits, and donor-mandated financial reviews, ensuring timely responses to audit queries, implementation of audit recommendations, and maintenance of a clean audit record in line with international fiduciary standards.
- Provide leadership in ensuring that CCREEE meets the fiduciary and operational eligibility requirements for accreditation to international financial institutions (IFIs), multilateral development banks (MDBs), vertical funding (e.g., Green Climate Fund (GCF), Global Environment Facility (GEF), energy transition facilities etc.), and bilateral donors.
- Oversee cost-recovery frameworks, liquidity planning, financial risk mitigation, and the integrity of financial reporting to the Executive Board, CARICOM, and external partners.

### **E. Human Resources and Organizational Culture**

- Lead the implementation of strategic HR policies and workforce planning strategies.
- Oversee recruitment, contract management, performance appraisal systems, and career development frameworks.

- Champion a values-based, diverse, and inclusive organizational culture while ensuring adherence CCREEE's staff rules and regulations.
- Develop, institutionalize, and oversee the implementation of Standard Operating Procedures (SOPs) for the full lifecycle of staff onboarding and offboarding, ensuring alignment with CCREEE's policies, standards, and international HR best practices.
- Ensure onboarding processes are designed and executed to promote early productivity, cultural integration, and role clarity for new staff, including structured orientation, policy induction, systems access, and mentorship.
- Oversee offboarding protocols, including knowledge transfer, return of assets, exit interviews, revocation of access rights, and final performance and compliance checks, ensuring a smooth and professional separation process.
- Monitor HR performance metrics related to onboarding/offboarding timelines, compliance, staff satisfaction, and cross-departmental handovers, and take corrective actions where necessary.

## **F. Procurement and Logistics**

- Lead, and supervise all procurement activities in full compliance with relevant CCREEE procurement policies, and/or donor-specific regulations, ensuring transparency, fairness, and value for money in all procurement decisions.
- Oversee the Procurement Unit, ensuring team adherence to ethical standards, procurement timelines, and due diligence requirements, including maintaining procurement plans aligned with annual work programme and budget execution cycles.
- Review all procurement contracts, including purchase orders, service agreements, consultancy contracts, and framework agreements issued by CCREEE to external vendors, suppliers, consultants, and service providers. Ensure all contracts comply with legal standards, procurement thresholds, funding conditions, and institutional risk mitigation requirements.
- Provide strategic oversight on vendor selection processes, including Requests for Proposals (RFPs), Invitations to Bid (ITBs), and Requests for Quotations (RFQs), and ensure comprehensive documentation, objective evaluation, and audit-readiness of procurement files.
- Oversee contractor and supplier performance evaluation, including tracking contract delivery, service quality, KPIs, and flagging risks or underperformance. Institute dispute resolution protocols when necessary and manage contract close-out procedures.
- Ensure robust procurement record-keeping systems, including centralized digital repositories of contracts, supplier databases, performance records, and audit logs, consistent with audit requirements and knowledge management standards.
- Implement internal procurement capacity-building initiatives, providing technical guidance to both programme and operational staff to ensure alignment with procurement controls and processes during project design and implementation.
- Oversee logistics and asset management, including acquisition, storage, tracking, maintenance, and disposal of CCREEE's physical assets, ensuring proper application of inventory control systems and asset depreciation policies.

- Provide strategic oversight of facilities management, fleet services, travel arrangements, and office infrastructure, ensuring operational continuity, cost efficiency, and adherence to health, safety, and environmental regulations.

#### **G. Strategic Engagements: ICT, Digital Transformation and Innovative Financing**

- Oversee the Centre's ICT team ensuring infrastructure, systems security, and digital transformation initiatives, ensuring robust, reliable, and scalable digital operations.
- Ensure technology systems are resilient and aligned with CCREEE's evolving operational and programmatic needs, supporting the digitization of key internal processes including procurement, HR, finance, knowledge management, and document control.
- Lead the adoption and integration of emerging technologies, including artificial intelligence (AI), to streamline workflows, enhance decision-support systems, automate repetitive tasks, improve document processing, and enable real-time analytics for operational and programmatic efficiency.
- Identify and pilot AI-powered tools to improve efficiency in financial reporting, procurement analytics, HR recruitment screening, project tracking, and data-driven risk monitoring.
- Develop and enforce data governance and cybersecurity frameworks that ensure data privacy, confidentiality, system integrity, and compliance with international standards and donor requirements.
- Promote a digital-first organizational culture and lead capacity-building initiatives to upskill staff in the use of modern tools and platforms for increased institutional agility and service delivery.
- Support the Executive Director and Head of Partnerships and Programmes in identifying and positioning the Centre to access new and emerging innovative finance instruments, including results-based financing, blended finance, and performance-linked grant mechanisms that align with CCREEE's strategic priorities.
- Collaborate across technical teams to design and operationalize institutional systems that enable access to innovative financing streams, including regional guarantee mechanisms, energy transition facilities, and private sector investment frameworks.
- Contribute to the strategic exploration and operational readiness for partnerships with non-traditional finance actors, such as impact investors, philanthropic organizations, ESG-aligned funds, and fintech platforms offering sustainability-linked finance.
- Monitor and advise on trends in sustainable finance, including carbon markets, loss and damage financing, and regional insurance mechanisms, and identify their implications for operational planning and institutional positioning.

#### **H. Institutional Relations and Regional Engagement**

- Serve as the primary operational liaison with the Host Country, maintaining a positive and collaborative relationship with the Government of Barbados, including but not limited to the Ministry of Foreign Affairs and Foreign Trade, Ministry of Energy and Business and the Ministry of Housing, Lands and Maintenance to ensure compliance with the provisions of the Host Country Agreement, including matters related to privileges and immunities, duty waivers, staff entitlements, and operational and office facilitation etc.

- Ensure that the Centre's operations remain fully aligned with the provisions of the Agreement Establishing CCREEE, and work closely with the CARICOM Secretariat and Member States to support ongoing efforts to ratify and domesticate the Agreement, strengthening the Centre's legal standing and regional legitimacy.
- Act as the principal operational liaison with the Energy Units of the CARICOM Secretariat on administrative, legal, and institutional matters.
- Represent CCREEE in regional operations and institutional coordination mechanisms.
- Maintain partnerships with key regional and international stakeholders, including governments, development agencies, and private sector partners.
- Represent the Executive Director in meetings, conference and events as required, fostering collaboration and advancing CCREEE's agenda.

#### **I. Knowledge Management, Learning, and Best Practices**

- Institutionalize knowledge-sharing platforms, staff learning programmes, and performance enhancement tools.
- Champion the adoption of operational best practices and innovations from regional and international development institutions to improve internal efficiency and institutional agility.
- Oversee systems for continuous improvement and organizational learning.
- Lead initiatives to build staff capacity, enhance skill sets, and improve overall competitiveness within the organization, ensuring that the operations team is equipped to meet current and emerging demands in the sustainable energy sector.
- Design and implement training programs to ensure professional development and alignment with organizational goals.
- Coordinate with the programme team to deliver specialized finance and compliance training, workshops, to partner institutions, Governments and Agencies, ensuring alignment with Project and Programmatic activities

#### **J. Fostering Organizational Culture**

- Foster a productive, collaborative, and inclusive organizational culture that encourages innovation, teamwork, and accountability.
- Promote a work environment that values employee well-being, diversity, and open communication.
- Implement initiatives to boost staff morale and ensure alignment with CCREEE's core values and mission.

#### **K. Crisis and Risk Management**

- Assist in identifying potential risks and developing mitigation strategies including the legal review and risk assessment of contracts, MoUs, funding agreements, and institutional partnerships.
- Act as a key resource in crisis management situations, ensuring swift and effective resolution.

## L. Other Duties

- Perform any other duties within the functional profile of the office, as assigned and deemed necessary for the efficient functioning of the Centre.

## REQUIRED COMPETENCIES

	<b>Core Competency</b>	<b>Description</b>
1	<b>Integrity</b>	Exhibit ethical leadership and transparency in all operations and communications.
2	<b>Professionalism</b>	Maintain a high standard of work output, demonstrating expertise, reliability and responsiveness in all professional interactions and responsibilities.
3	<b>Respect for Diversity</b>	Promote an inclusive environment that respects diverse backgrounds, perspectives and experiences.
4	<b>Visionary Leadership</b>	Inspire with strategic foresight and innovation.
5	<b>Collaboration</b>	Work effectively with diverse groups and stakeholders, promoting cooperation to achieve shared goals.
6	<b>Sustainability</b>	Champion environmentally responsible practices and long-term strategies that promote sustainable development.
7	<b>Adaptability</b>	Demonstrate agility and resilience in response to challenges and changes.
8	<b>Team Building</b>	Foster a collaborative and cohesive work environment by encouraging teamwork and supporting capacity development.

## QUALIFICATIONS, SKILLS AND EXPERIENCE

1. A Master's degree (preferred) or a Bachelor's degree in Business Administration, Finance, Economics, International Commercial Law, Energy Law, International Trade Policy, Data and Statistics or a related field
2. At least 10 years experience in business administration, operations, finance, legal, public administration and/or public policy, or other relate development and operational functions
3. At least 5 years of senior-level operational leadership experience, preferably within a CARICOM Member State Government, regional private sector, or regional or international development institutions.
4. Strong background in financial management, cybersecurity, HR, procurement, operational transformations, data information and statistics and/or institutional compliance.
5. Excellent analytical, presentation, negotiating and communication skills.
6. Further certifications in AI, data analytics and cybersecurity would be an asset.
7. Demonstrated familiarity with the Caribbean Energy and Development Sectors would be an asset.
8. Sensitivity to issues related to gender, just transition, poverty, climate change and sustainable development.
9. High level of proficiency in English; Knowledge of Spanish is an asset but not a requirement.



## GENERAL REQUIREMENTS

- Flexibility in work hours.
- Ability to manage relationships with Member States, development partners and stakeholders.
- Ability to work independently and under pressure in a multicultural environment.
- Ability to function effectively within a team and to cultivate and sustain an effective team culture.
- Ability to successfully navigate sensitive political, cultural and industry-related issues.
- Ability to accommodate frequent work travel duty.

## PERFORMANCE EVALUATION

The incumbent will be evaluated annually based on:

- Achievement of goals.
- Quality and timeliness of advice and reports.
- Effectiveness of team leadership and interdepartmental coordination.
- Compliance with policies, procedures, and stakeholder expectations.

## SALARY AND BENEFITS

- Salary will be commensurate with qualifications and experience and in accordance with the current salary structure of the CCREEE.
- Opportunity to engage in a highly specialized working environment – renewable energy, energy efficiency and climate resilience.

## APPLICATIONS

Interested candidates should submit their applications to **[recruitment@ccreee.org](mailto:recruitment@ccreee.org)** by **11:59 PM (AST) on 20 October 2025**. Applications must include:

1. CV (detailed qualifications and work experience and three references)
2. Motivation letter (maximum one page – 250 words)
3. Scanned copy of passport biodata page
4. Scanned copies of educational certificates

Further information is available at [www.ccreee.org](http://www.ccreee.org). Written requests for clarification should be directed to [recruitment@ccreee.org](mailto:recruitment@ccreee.org).

**Note:** Applicants should **not** contact the CCREEE office or partners by phone.