



**Post Title:** Head of Technical Programmes

**Reports to:** Executive Director

**Supervises:** Team Leads and Staff in Technical Programme Unit

**Duty Station:** Barbados

**Travel Required:** Yes

**Position Type:** Full-time, two-year contract with the possibility of extension based on performance

**Position Grade:** Senior Management

**Open:** 24 July 2024

**Closes:** 30 August 2024

### BACKGROUND DESCRIPTION

The Caribbean Centre for Renewable Energy and Energy Efficiency (CCREEE) was established to foster regional collaboration and advance renewable energy and energy efficiency across the Caribbean. Launched in 2015 and based in Bridgetown, Barbados, 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, the Sustainable Energy and Climate Resilience Initiative (SIDS DOCK), 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 TECHNICAL PROGRAMMES to join a diverse and dynamic team.

## **FUNCTIONS AND DELIVERABLES**

Under the direct supervision of the Executive Director, the Head of Technical Programmes (HTP) coordinates and implements the activities of the CCREEE, working closely with the Energy Unit of the CARICOM Secretariat, as well as with development partners and other supporting institutions to strengthen strategic partnerships that are necessary for enabling the Centre in the execution of its mandate. The HTP provides policy advice, analyzes political, social and economic trends, and leads the formulation, management and evaluation of programme activities within the Centre.

Specifically, the HTP is responsible for managing the implementation of the Centre's technical activities and programmes, ensuring alignment with the Centre's strategic objectives. This involves, but is not limited to, managing the Integrated Resource and Resilience Planning (IRRP) programme, Project Preparation Facility (PPF), CARICOM Energy Knowledge Hub (CEKH), and other technical programmes and activities.

The HTP also leads on fostering and maintaining strategic partnerships, developing and managing innovative projects and initiatives, and supervising a diverse team of energy and climate professionals. Under the guidance of the Executive Director, the HTP coordinates closely with key stakeholders at the global, regional, and national levels.

Additionally, the HTP enhances sector intelligence on climate vulnerabilities, integrates resilience considerations into energy sector planning and projects, and supports the mainstreaming of climate and multi hazard resilience considerations within the Caribbean.

## **DUTIES AND RESPONSIBILITIES**

### **1. Leadership and Management**

- Lead technical programmes on Renewable Energy, Energy Efficiency, Integrated Resource and Resilience Planning, Knowledge Management (KM), and Capacity Building (CB).
- Ensure oversight and implementation of programmatic strategies and management for the Centre.
- Manage the technical team, guided by the Staff Rules and Regulations.
- Maintain overview and timely reviews of project level monitoring systems, tools and approaches and ensure elaboration, execution and compliance in all operational and implementation areas in accordance with CCREEE's policies and approaches.
- Lead the drafting and development of innovative projects and programs, including the establishment and management of mechanisms to facilitate project preparation facilities.
- Support and advise the Executive Director on the strategic positioning and development of CCREEE.

- Provide enhanced quality advice on energy and climate policy awareness and innovative financial instruments.

## **2. Strategic Coordination**

- Coordinate technical activities with the Energy Unit of the CARICOM Secretariat and collaborate with various stakeholders to strengthen strategic partnerships.
- Develop the Centre's work programme in collaboration with Member States, National Focal Institutions (NFIs), Thematic Hubs (THs), the Technical Committee, regional stakeholders, and development partners.
- Develop strategic frameworks that demonstrate the intersectionality of energy with other regional priority sectors, including but not limited to, climate resilience; food security; tourism; water; and transport; and identify opportunities for new initiatives while ensuring effective project design.
- Implement decisions and recommendations from the Executive Board, Standing Committees of the Executive Board, Executive Director, and Technical Committee.
- Monitor and provide support for content updates of the relevant areas on the Centre's website, social media and other platforms to ensure accuracy and consistency.

## **3. Organizational Development**

- Contribute to revising strategic plans, organizational charts, budgets, procurement plans and performance indicators.
- Work closely with the project and operation teams on the design and rollout 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 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.
- Provide strategic support for the Centre's annual work plan, including ensuring effective resource mobilization.
- Implement activities efficiently and ensure the cost-effective use of resources.

## **4. Human Resource Management**

- Contribute to the on-going professional development of team members, facilitating an enabling environment for growth and positive team dynamics.
- Manage human resources in a fair and just manner.
- Supervise technical staff and ensure the effective management of consultants and related technical work activities.

- Support the Executive Director through the provision of high-quality research and analysis.

#### 5. Partnership Building and Resource Mobilization

- Foster strong multisectoral strategic partnerships, maintaining relationships and strategic links with national, regional and international institutions, development partners, and stakeholders.
- Represent the Centre at regional and international conferences and workshops.
- Support the Executive Director and contribute to identifying strategic partnership opportunities and resource mobilization strategies for CCREEE at the level of both policy dialogue and emerging financing, with the aim of developing an integrated programme and financial support solutions.
- Provide analysis and research of information on partners and donors, prepare substantive briefs on possible areas of cooperation, identify opportunities, and actively contribute to the overall agency effort in resource mobilization.
- Support the Executive Director in the development and management of targeted donor-specific fund-raising strategies and proposals.

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. National of a CARICOM Member State.
2. Minimum of a master's degree in engineering, renewable or sustainable energy, economics with a focus on energy economics, project management, energy policy and planning, sustainable development, or a related field; further academic qualification or extensive experience in project management, business administration, public administration or public policy is an asset.
3. Proven track record in resource mobilization and at least 10 years of combined experience in the Caribbean energy, environment, and/or climate change sectors.
4. Minimum of 5 years of management experience.
5. Experience developing and maintaining partnerships with national, regional and international stakeholders, and with international development cooperation.
6. Excellent analytical, presentation, negotiating and communication skills.
7. Demonstrated expertise in renewable energy and energy efficiency markets, policies, and trends.
8. Sensitivity to issues related to energy and gender, just transition, poverty, climate change and sustainable development.
9. High level of proficiency in English; knowledge of French or Spanish is an asset.
10. Experience working with CARICOM Member State governments and inter-governmental organizations.

### **General Requirements**

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

### **Salary and Benefits**

1. Salary commensurate with qualifications and experience.
2. Contract terms renewable based on performance.

### **Applications**

Interested candidates should submit their applications to [recruitment@ccreee.org](mailto:recruitment@ccreee.org) by **11:59 PM (AST) on 30 August 2024**. 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**.

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

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