Terms of reference

Capacity building Junior project officer

Deadline to apply 15 September 2022

Project and work background

Renewable Energy Solutions for Africa Foundation (Res4Africa) is a European think tank that promotes the deployment of large-scale and decentralized renewable energy in Africa. Its vision is to contribute to paving the road towards a prosperous Africa, grounded on the use of renewable energy sources to power African economies' rise, enabling the continent to achieve its full, resilient and inclusive sustainable development.
Training and capacity building activities are a key pillar of RES4Africa's action, as they are key to create the awareness and competences necessary to drive Africa's energy transformation.
Since 2014 Res4Africa Capacity Building programmes, aiming at empowering people and institutions with new skills and competences to foster local ownership, enhance project sustainability, create new jobs and develop local capacity that enhance the development of African RE markets.

Position Overview

The project Officer will support the RES4Africa technical Capacity Building team efforts in the preparation and implementation of standard and tailored Trainings supporting the operational, logistic, administrative tasks, preparing the required documents and activities necessary to implement the Training activities and other related meetings and events. The Junior Project Officer will be available to have on-field visits and will ensure below mentioned activities and tasks to contribute in a high-quality implementation.

Objectives and Duties

General Support

- Support the Res4africa Capacity building activities in line with project plan;
- Facilitate the communication with various stakeholders that are directly involved Capacity building, mentorship activities and training implementation including E-mail account and E-platform;
- Support in the development of tools process and procedures for the training programs (resources mean "templates, procedures etc.");
- Support the Communication Unit to write articles for specialized journals, websites and magazines
- Supporting preparation of project reports and document;
- Participation in coordination meetings;
- Perform other tasks as required.

Project management support

- Manage the relations with partners and beneficiaries of Capacity Building and mentorship programme:
    - Ensure prompt sharing of information (internal and external)
    - Data collection, Update and analyze project statistics and indicators;
    - Promote project community mobilization.
- Supporting the delivery of the training programs during the missions, ensuring logistic and administrative support;

- Support the preparation of project reports, budget and internal documentation;
- Support the relationships and cooperation with project partners, Foundation members and local stakeholders;
- Support the identification and preparation of new Capacity Building Activity.
- On-line and on-field logistic management;
- Facilitate and ensure timely communication for cash flow planning and payments;
- Collect Supporting documents of costs incurred and reported are available and archived;

COMMUNICATION

- Guarantee sharing of activity information ensuring a prompt sharing of information and reporting of problems;
- Providing timely/continuous updates on the MGA activities to the RES4Africa communication department and to the project partners;
- Collect pictures and video during the training implementations and ensure a correct archiving;
- Share communication materials with participants of the trainings;
- Cooperate to updated communication materials after each training;

QUALIFICATIONS

- **Preferred background:** Bachelor degree in engineering, social/political sciences, education, international development or equivalent in relevant field;
- preferably at least 2-3 years' experience on capacity building, entrepreneurships initiative in the energy sector, and renewable technologies knowledge is a plus; Knowledge of African context and interest in sustainable development in Africa particularly in Access to Energy (SDG7);
- **Seniority:** Previous experience at the international level is desirable (governmental, multilateral, bilateral or civil society organization, consulting firms, NGOs, with demonstrated ability to engage on a range of issues in the energy sector in African Countries..);
- **Skills:** Motivated, Ability to work in a multi-cultural environment. Tact, diplomacy and a commitment for confidentiality are fundamental. Ability to work in team and alone, respecting deadlines; Negotiation and communication skills; Advanced use of Microsoft Office package
- **Language:** excellent written and verbal communication skills in English and Italian. Working knowledge of French and/or Portuguese will be a plus.

Applications: Please send your CV, motivation letter **info@microgridacademy.org** stating in the subject Reference: Junior project Officer

Please note: due to the high number of applications we receive we are unable to provide feedback if unsuccessful at applicant stage. Only short-listed candidates will be updated on the status of their application.