

Terms of Reference

Project Officer

Type of Contract: Individual

Duration: Two years.

Work Profile

Working under overall leadership and guidance of the Executive Director the incumbent is expected to perform as Project Officer to provide technical, analytical, and engineering input on projects assigned by the Commission.

Key Responsibilities

1. Ensure that the work assigned is progressed to meet agreed standards and deadlines.
2. Prepare various reports as required.
3. Resolve any unforeseen technical difficulties and other problems that may arise in the process of the work in consultation with the Executive Director.
4. Report progress of work assigned to the Executive Director on a regular basis.

Minimum Qualification and other Requirements:

Education: A minimum of a bachelor's degree in mechanical engineering. MSc in renewable energy with project management experience.

Experience: At least of ten years of engineering/project management experience in the electricity sector. Candidate should be able to work independently – with minimum supervision and guidance.

Skills: Excellent written and oral English communication skills. He/she should have advanced working knowledge of MS Office (Word, Powerpoint, Excel and Publisher). Ability to think critically and develop creative approaches to analyzing issues presented in developing out-of-the-box solutions.