



**CIVIL SERVICE OF JAMAICA
MINISTRY OF SCIENCE, ENERGY AND TECHNOLOGY
Job Description and Specification**

JOB TITLE:	Director, Renewable Energy & Energy Efficiency
JOB GRADE:	SOG/ST 10
POST #:	72335
Division:	Programme Implementation
REPORTS TO:	Chief Technical Director
MANAGES:	Senior Energy Engineer – Renewable Electricity (Wind & Solar), Senior Energy Engineer – Renewable Biofuels and Hydro; Senior Energy Engineer – Energy Efficiency, Administrative Assistant

THIS DOCUMENT IS VALIDATED AS AN ACCURATE AND TRUE DESCRIPTION OF THE JOB AS SIGNIFIED BELOW

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date created/revised

JOB PURPOSE

Under the direction of the Chief Technical Director – Programme Implementation Division, the Director, Renewable Energy & Energy Efficiency is responsible for providing technical direction and expertise in the formulation, development and implementation of cohesive renewable energy, and energy efficiency and conservation programmes for Jamaica. In addition, the incumbent will provide guidance, programme direction and advice in the formulation, preparation, coordination, and execution of strategies for renewable energy potentials, and energy efficiency and energy conservation programmes for future work of the MSET. The incumbent will also support a wide stakeholder grouping in the common goal of promoting the widespread and increased adoption of all forms of renewable energy, and energy efficiency and conservation programmes in Jamaica.

KEY OUTPUTS

- Renewable Energy and Energy Efficiency standards, processes, procedures and systems developed implemented and maintained;
- Renewable Energy and Energy Efficiency approaches researched and documented;
- Renewable Energy and Energy Efficiency projects and programmes designed and directed;
- Renewable Energy and Energy Efficiency projects and programmes monitored and evaluated;
- Stakeholder Relationships established and maintained;
- Technical advice and recommendation provided;
- Corporate/Operational Plans and Budgets developed and managed;
- Annual/Quarterly/Monthly performance Reports prepared;
- Individual work plans developed;
- Staff Appraisals Conducted.

KEY RESPONSIBILITIES

Management/Administrative Responsibilities

- Provides professional advice, interpretation and recommendation around the functional areas of Renewable Energy and Energy Efficiency;
- Undertakes planning with senior staff to determine targets and goals for the activities of the Renewable Energy and Energy Efficiency Branch, ensuring standardization of accompanying procedures;
- Contributes significantly with the development of the Division's Strategic/Operational Plan and Budget;
- Establishes quality customer service principles, standards and measurements for the Division;
- Develops Individual Work Plan based on strategic alignment with MSET's Operational Plan;
- Establishes and maintains various Renewable Energy and Energy Efficiency Committees that makes recommendations for the implementation of improved procedures and systems;
- Represents the MSET at meetings, conferences and other fora as needed.

Technical/Professional Responsibilities

- Directs the development, implementation and maintenance of Renewable Energy and Energy Efficiency standards, processes, procedures and systems;
- Directs the design of a variety of renewable energy and energy efficiency projects and programmes, including but not limited to:
 - communication, coordination, and relationship management with relevant project parties, including funding partners, site host, contractors, utilities, information technology professionals, and equipment manufacturers;
 - Oversees the work of contractors, suppliers and/or vendors as necessary in the course of managing specific projects and other efforts;
 - Site survey and project feasibility;
 - Project budgeting and management;
 - Contracting;
- Directs the identification of quality research and analysis on Renewable Energy and Energy Efficiency related aspects such as its Potential, Policy, Regulation, Projects and others;
- Directs research proposals and conduct analysis on specific topics pertaining to promotion and development of renewable energy and efficiency in Jamaica;
- Provides technical assistance (to public and private sector) to enable adaptation of international best practices for renewable energy development and introduction of RE competitive market mechanisms in Jamaica;
- Interacts with relevant regional institutions, policy makers and professionals and manage stakeholder's engagement processes;
- Operates within the local legislative and regulatory framework for renewable energy and energy efficiency projects, while gaining an understanding of the international laws and benchmarks;
- Interacts, coordinates and cultivates the development of Public/Private Sector partnerships and strategic alliances to support the renewable energy focus and energy efficiency and conservation programmes in Jamaica;
- Undertakes and manages the projects and activities in the field of Renewable Energy potentials, and energy efficiency and conservation programmes in the Corporation so as to meet the MSET's goals;
- Serves as the focal point in MSET for the task force working on Renewable Energy Potentials and energy efficiency and conservation programmes in Jamaica;
- Cooperates with stakeholders for the development of robust RE and EE and EC industries in Jamaica;
- Continuously assesses the needs and economic potential and possibilities for the adoption of various renewable energy, and energy efficiency and conservation programmes in Jamaica by:
 - Evaluating the technical, environmental and economic feasibility of renewable energy systems and energy efficiency and conservation programmes;
 - Conducting research, including surveys, to identify new renewable energy, and energy efficiency and energy conservation initiatives that should be pursued;
 - Preparing technical reports on renewable energy studies conducted;
- Develops funding proposals and prepares investment profiles to seek financing. This includes:

- Following up with relevant funding agencies;
- Seeking opportunities for private sector involvement in developing energy supply both for own use and for the grid;
- Undertaking technical briefings with Donor agencies and investors;
- Liaises with other stakeholders in order to monitor and review development and operational activities;
- Prepares briefs, technical documents/reports, research and policy papers on renewable energy, and energy efficiency and conservation as required;
- Facilitates information dissemination with the Caribbean Energy Information System and other similar bodies;
- Participates in stakeholder education through expositions, seminars/conferences etc. for various groups;
- Ensures that subordinates keep abreast of professional developments and monitors professional development programs for assigned employees.

Human Resources Responsibilities

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring and coaching;
- Evaluates and monitors the performance of staff in the Branch and implements appropriate strategies;
- Coordinates the development of individual work plans and recommends performance targets for the staff assigned;
- Participates in the recruitment and training of staff of the Division;
- Recommends transfer, promotion and leave in accordance with established Human Resource Policies and Procedures;
- Identifies skills/competencies gaps and contributes to the development and succession planning for the Division to ensure adequate staff capacity;
- Monitors the performance of staff and facilitates the timely and accurate completion of the staff annual performance appraisals and other periodic reviews;
- Ensures the well - being of staff supervised;
- Effects disciplinary measures in keeping with established guidelines/practices.

Other Responsibilities

- Performs all other related duties and functions as may be required from time to time.

PERFORMANCE STANDARDS

- Renewable Energy and Energy Efficiency standards, processes, procedures and systems developed, implemented and maintained in accordance with industry standards and agreed timeframes;
- Renewable Energy and Energy Efficiency approaches researched and documented through the application of evidence-based methodology and agreed timeframes;

- Renewable Energy and Energy Efficiency projects and programmes designed and directed in accordance with industry standards, timeframes and budget;
- Renewable Energy and Energy Efficiency projects and programmes monitored and evaluated employing agreed standards and timeframes;
- Stakeholder Relationships established and maintained harmonious manner;
- Corporate/Operational Plans and Budgets developed and managed in accordance with GOJ priorities;
- Technical advice and recommendation provided are evidence-based and provided in the agreed timeframe;
- Annual/Quarterly/Monthly performance reports are prepared in accordance with agreed format, are accurate and submitted on time;
- Individual Work Plans developed in conformity to established standards and within agreed timeframe;
- Staff Appraisals completed and submitted in accordance to agreed timeframe and standards;
- Confidentiality, integrity and professionalism displayed in the delivery of duties and interaction with staff.

CONTACTS

Internal

<i>Contact</i>	<i>Purpose</i>
Chief Technical Director – Programme Implementation Division	<ul style="list-style-type: none"> • Receive guidance and direction; • Provide information and/or progress reports; escalate important issues, particularly those that may affect budget or service delivery; • Receive feedback regarding performance
Senior Executives/Management	<ul style="list-style-type: none"> • Develop and maintain effective working relationships; • Collaborate, exchange information, provide strategic advice, support and feedback.
Public Procurement Branch	Develop and maintain effective working relationships on matters procurement management relating to functional area.
Finance & Accounts Division	Develop and maintain effective working relationships on matters financial management relating to functional area.
General Staff	<ul style="list-style-type: none"> • Develop and maintain effective relationships; • Provide expert advice and exchange information.

External

<i>Contact</i>	<i>Purpose</i>
----------------	----------------

MDAs	<ul style="list-style-type: none"> • Develop and maintain effective relationships; • Provide expert advice and exchange information; • Liaise on key renewable energy & energy efficiency issues.
Office of Utilities Regulation	<ul style="list-style-type: none"> • Provide expert advice and exchange information on regulatory matters concerning electricity.
Jamaica Productivity Centre	<ul style="list-style-type: none"> • Provide expert advice and exchange information.
Research Institutions such as UWI, UTech etc	<ul style="list-style-type: none"> • Collaborate/partner on major research and renewable energy & energy efficiency solutions etc.; • Provide expert advice and exchange information.
Bureau of Standards	<ul style="list-style-type: none"> • Provide expert advice and exchange information.
Jamaica Public Service and energy providers (Independent Power Producers (IPPs))	<ul style="list-style-type: none"> • Collaborate/Partner on innovative interventions in renewable energy & energy efficiency; • Provide expert advice and exchange information.
Contractors, suppliers and providers of energy related components	<ul style="list-style-type: none"> • Monitor energy projects and interventions; • Provide expert advice and exchange information.
General Public	<ul style="list-style-type: none"> • Collaborate on matters, exchange information, provide advice and seek feedback.

REQUIRED COMPETENCIES

Core Competencies

- Oral Communication;
- Written Communication;
- Customer & Quality Focus;
- Teamwork & Cooperation;
- Integrity;
- Compliance;
- Interpersonal Skills;
- Change Management.

Technical Competencies

- Excellent knowledge of renewable energy & energy efficiency principles and practices
- Excellent reasoning power and judgement with the ability to make timely and sound decisions;

- Excellent, leadership, managerial, decision making, crisis management, commercial financial and project management skills;
- Excellent interpersonal skills - including ability to develop and maintain relationships with people; and ability to understand someone else's point of view and demonstrate tact and respect;
- Flexibility and adaptability - openness to new ways of doing things and ability to re-prioritise and adapt to a changing environment;
- Excellent leadership skills and teamwork - ability to promote cooperation and commitment within a team to achieve goals and deliverables;
- Sound knowledge and understanding of, and ability to promote adherence to applicable occupational, health, safety and environment (HSE) rules and regulations;
- Knowledge of Government of Jamaica procurement policies and procedures;
- Sound understanding of Government Operations, Systems and Protocols;
- Knowledge of project planning and management methods, procedures, techniques and practices;
- Sound knowledge in developing detailed subcontractor scopes of work for EE and Energy Conservation systems; mechanical and electrical HVAC systems would be an asset;
- Sound knowledge in EM&V of utility EE programs and systems;
- Sound knowledge of National Energy Policies;
- Sound knowledge of Energy Sector Developments;
- Good understanding of GOJ operations and procurement guidelines;
- Sound financial and analysis skills;
- Experience in computer/mathematical modelling and energy simulation processes.
- Excellent communication (oral, written, presentation) skills.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Master's degree in engineering and /or related field in energy;
- Seven (7) years' professional experience in a managerial position with extensive knowledge and experience in energy diversification strategies, business planning, financial management, and rules and regulations governing the energy sector;
- Formal project management training/certification;

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions. The incumbent will be exposed to dirt, dust, hot and humid conditions on project sites. Additionally, frequent intra island travel and extended working

hours is required. May be required to travel internationally to attend conferences, seminars and meetings.

AUTHORITY

- Approve all Branch expenditure within approved budget;
- Escalates unsolved energy engineering matters to the CTD & PS;
- Approves Terms of Reference and other specifications
- To recommend process/procedural and systems changes of the functional area;
- To recommend strategic direction of the Division;
- To recommend staff appointments, promotion, recruitment, disciplinary action, leave and general welfare issues;
- Certifies/Approves invoices;
- Endorses and approves project & works completion.