

JOB DESCRIPTION

Position Title:	SOGER Programme Manager
Job Grade:	6
Reports To:	Africa Programmes Director
Management responsibility	Country Managers (Technical and Reporting)

Energy 4 Impact works to alleviate poverty in developing countries through increased access to sustainable, renewable energy. To achieve this goal, we support the development and growth of small and medium-sized enterprises that deliver energy products and services to the poor. Energy 4 Impact works to provide access to energy where large utilities are slow or unable to reach. We help grow micro, small and medium-sized energy enterprises in poor rural and peri-urban areas, and in turn improve the quality of life for millions of people. We do this by advising businesses and enabling them to secure the financing and resources they require.

BACKGROUND & PURPOSE

In Rwanda, E4I is implementing a programme which goal is to support the growth of a sustained market for off-grid renewable energy by helping the private sector to deliver access to energy to 77,500 people in rural areas, in a way that is inclusive of people living in poverty called Scaling up Off-Grid Energy in Rwanda (SOGER).

This programme comprises of two project components, designed and developed to respond to the country's challenges and the government's priorities with regards to poverty reduction and energy access in rural areas:

- Component 1: Renewable Energy Small Projects (RESP) Development Facility: to accelerate the development of small grid-connected or isolated mini-grid projects.
- Component 2: Pico-hydro project development: to support the development of pico-hydro micro-utilities in rural areas.

The SOGER Programme Manager will coordinate the delivery of the 2 components and ensure the successful implementation and delivery of the programme's activities and results .

ROLES AND RESPONSIBILITIES

- i. Leading the overall and specific programme component planning of activities and resources – providing a framework for implementing the activities over the programme period annually.
- ii. Leading the budget preparations aligned to the programme objectives.
- iii. Ensuring that the project has adequate personnel – participating in reviewing JDs, recruitment and placement.
- iv. Leading the country teams with the overall responsibility for results.
- v. Supporting the country managers to set staff performance objectives and targets in their areas of work.
- vi. Working closely with the Capital access team and Advisory team to ensure projects and businesses are adequately supported.
- vii. Ensuring compliance with donor requirements in the procurement, visibility and reporting.
- viii. Working with the M&E Manager to ensure accurate data is collected by project staff, reviewed, analyzed regularly, and lessons learned inform ongoing, operational practice and strategy reviews.
- ix. Reviewing monthly progress reports from PDPs, Capital access and advisory to identify achievements against planned targets, success factors and challenges.
- x. Managing expenditure to align with the budgets, ensure timely and accurate financial reporting internally and to donors.
- xi. Organizing monthly steering committee meetings – preparing meeting materials, scheduling, taking meeting, notes and communicating the agreed action.
- xii. Ensuring that all reports, related to technical and financial aspects, are delivered on time as required internally and as agreed with the donors and that the reports are of high quality.
- xiii. Providing feedback on the team's quarterly and annual performance.
- xiv. Working with the communications department to document achievements and develop case studies and documentaries for records and for publicity.
- xv. Working with the Directors of Learning and Innovation and the Programme Director in planning and execution of programme progress reviews and site visits by external consultants, officials from donors and other visitors.
- xvi. Working with the Finance Manager to plan and coordinate financial audits and Energy 4 Impact's management responses.
- xvii. Providing the interface with other programmes within Energy 4 Impact.
- xviii. Contributing to Energy 4 Impact new business development.

QUALIFICATIONS / EXPERIENCE / KNOWLEDGE

Academic and Professional Qualifications

- Bachelor's Degree in Business Management, Project Management or related degree

Relevant Working experience

- 5 years relevant working experience.
- Experience in renewable energy e.g. solar, biomass etc. will be an added advantage.

Skills and Knowledge

- Experience of senior project management, in a developing country context, preferably in East and West Africa with demonstrated capacity to manage large-scale projects effectively.
- At least 5 years' experience of implementing donor-funded and/or technical projects
- Master level degree (preferably in engineering, environmental science, or business/economics/finance);
- Strong financial management skills, with proven experience managing large budgets, including accurate and timely reporting to donors
- Proven experience managing complex projects with a track record in delivery
- Comfort with the entrepreneurial culture of a fast growing organization in an ever-changing industry
- Experience of working with small businesses, and/or energy SMEs, and/or an understanding of renewable energy technologies and business models and/or of infrastructure management commercial arrangements is required.
- High level of inter-personal and presentation skills and an ability to communicate clearly and collaborate at a senior level with colleagues, SMEs, public agencies and other stakeholders;
- A can-do and collaborative mind set – comfort with the ambiguities and demands of a rapidly evolving environment.
- Excellent written and analytical skills is crucial
- Excellent problem solving skills
- Excellent written and spoken English; Knowledge of French is a plus.
- Experience managing multiple projects and using tools such as MS Project for planning;

APPLICATION AND DEADLINE

Deadline for application: 10th October 2017

To apply, please send your CV, along with a covering letter to recruitment@energy4impact.org. Only shortlisted candidates will be contacted.

Energy 4 Impact is an Equal Opportunity Employer and encourages applications from qualified individuals regardless of race, religion, national origin, sexual orientation or disability.