

JOB DESCRIPTION

Position Title:	Programme Manager – 2 positions
Location:	Nairobi Kigali
Reports to:	Nairobi – Regional Head of Advisory Kigali – Country Manager with dotted line to Programmes Director in London
Expected start date:	ASAP
Salary:	Negotiable, dependent on experience

About Energy 4 Impact

Energy 4 Impact (E4I) is a non-profit company which seeks to alleviate poverty in Sub Saharan Africa through accelerated access to sustainable, renewable energy, particularly in off-grid areas. Supported by a small head office in London, most of our staff are based in our African country offices in Kenya (our regional HQ), Rwanda, Tanzania and Senegal.

We support the development and growth of privately owned micro, small and medium-sized enterprises (MSMEs) which deliver renewable energy products and services to the poor, mainly in rural and peri-urban areas. We do this by advising MSMEs on commercial, financial and engineering matters, helping them to secure the resources they require, and running pilots on new products, business models and expansion into new markets. We also implement renewable energy schemes in off-grid areas and have a particular interest in informal settlements and installing stand-alone solar systems on remote schools and clinics.

Since its creation in 2006, Energy 4 Impact has supported over 4800 businesses and those businesses have created over 10,000 jobs, raised \$136 million and enabled 17 million people to get access to energy. Most of E4I's income comes from major development agencies, development financing institutions and trusts and foundations. Our funders include DFID, SIDA, KFW, Norad, EU, USAid, World Bank, African Development Bank, IFC, Energia and various foundations. For more information, please see our website <https://www.energy4impact.org/>.

Roles and Responsibilities

You will be a key member of our African Programmes team, which includes professionals from a range of private sector backgrounds, including engineering, project development, entrepreneurship, banking and investment, micro-finance, and management consulting.

You will implement different energy access programmes, manage the relationships with our donors and sub-contractors, advise MSMEs, and supervise E4I team members. You will also represent E4I at industry events and provide adhoc support on business development and fundraising.

We are particularly interested in candidates that have:

- **an electrical engineering, agricultural or financial background;**
- **experience in rolling out renewable energy systems, especially stand-alone solar systems, and managing EPC contractors;**
- **experience in a humanitarian energy setting in East Africa;**
- **experience managing agricultural programmes for the benefit of smallholder farmers which depend on access to electricity; and**
- **experience managing county governments and other local stakeholders in Kenya.**

Programme management responsibilities

- Manage and implement donor programmes, including budgeting and reporting, both internally and externally.
- Manage and control sub-contractors, including EPC contractors and local partners, to ensure they deliver work to the required quality and timeline.
- Manage and mentor E4I team members to help them deliver on programme objectives and grow their skills and experience.

Advisory responsibilities (will vary according to experience of candidate)

- Provide engineering, business or financial advice to early and later stage MSME clients, including mini-grid developers, solar home system companies, stand-alone solar appliance suppliers and other service providers. Support them on their business models, partnership facilitation, project development, investment readiness, financial modelling and capital raising.
- Develop relationships with local investors, financial institutions and donors active in the energy access sector.
- Work closely with the Monitoring and Evaluation team to ensure expected results for advisory activities are measured and evaluated.
- Help E4I to develop its internal processes and institutional knowledge of energy access technologies, business models, financing, and regulations.
- Stay up-to-date on market news, regulations, and trends in the field of energy access and productive use of energy in Africa.

Business Development

- Support organizational efforts to identify and secure new funding from potential donors in East Africa and other parts of Africa.
- Working together with the Business Development team, prepare bids, concept notes and proposals for donors consistent with the objectives and requirements of the potential donor.
- Build and develop relationships with potential bidding and implementing partners and lead development of strategic partnerships as required.
- Represent E4I and make presentations at conferences and networking events.
- Provide thought-leadership around the gaps in the market and how E4I can help fill those gaps.

Requirements

Work Experience

- 5+ years' experience in at least one of the following areas:
 - Energy project management, operations, or financing
 - Financial advisory, management or strategic consulting
 - Marketing or technical support for agricultural and other electric appliances used for income generating purposes
 - Renewable energy development in a humanitarian setting
 - Early-stage business building as an entrepreneur, investor or incubator
- Experience working with rural and off-grid business models and an understanding of the unique challenges faced by businesses operating in Africa.

Academic and Professional Qualifications

- Graduate Degree in Engineering, Business Management, Economics, Finance, International Development, Energy, Environment, Climate Change or other relevant subject

Skills and Knowledge

- Excellent organisational and project management skills. Ability to manage multiple programmes and client engagements, meet deadlines and allocate resources and budgets effectively
- Good management, team building and motivational skills. Ability to work with a diverse mix of professionals and different cultures
- Ability to mentor clients and help them develop commercial or technical solutions
- Ability to develop partnerships and strong and effective relationships with key energy access industry stakeholders
- Strong network in energy access space, including SMEs, investors, donors, and other stakeholders.
- Strong understanding of the off-grid market, preferably in an African context
- Strong understanding of the entrepreneurial space and impact investing sector
- Strong written and oral communication skills. Ability to write high quality reports and proposals
- Effective public speaker or workshop facilitator
- Ability to critique and develop financial models
- Fluent English a must
- Fluent French an advantage

Attributes

- Team player
- Attention to detail and a focus on results
- Ability to think outside the box
- Ability to see the big picture and connect the dots
- Ability to work calmly under pressure
- A can-do and collaborative mindset – comfortable with the ambiguities and demands of a rapidly evolving and entrepreneurial environment with a team from diverse backgrounds
- Willingness to travel in country, regionally and internationally sometimes on short notice
- Passion for working in the impact space
- Close alignment with E4I's mission and values

Energy 4 Impact Values

E4I exists because of our concerns for global inequality and climate change – this is the core of what drives us. We aim to be a caring, compassionate organization respectful of difference, and to treat our staff fairly and to help them develop as professionals and as people.

- Client-focused - We serve the needs of our clients in a professional and client focused way.
- Caring - We care about people and contribute to their wellbeing, and minimize the effects of inequality, poverty and climate change.
- Learning - We continuously learn from our own experiences and those of others in order to improve our practices.
- Ethical - We are ethical and transparent in all our dealings, always maintaining a high level of personal integrity.
- Appropriate - We promote the use of appropriate solutions consistent with the circumstances of our clients and their markets.
- Respectful - We respect and value our stakeholders and act with fairness to all.

The successful candidate will be expected to demonstrate commitment and loyalty and perform all duties in accordance with the organization's office routines and procedures, keeping in mind the overall business objectives.

Contact

To apply, please send your CV, along with a covering letter to recruitment@energy4impact.org. Only shortlisted candidates will be contacted. The deadline for submission is May 17, 2019.

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