

DRAFT JOB DESCRIPTION FOR PROGRAMME MANAGER

1. Programme Manager

Position	: Programme Manager
Programme	: EnergizeNepal Programme (ENEP)
Location	: Dhulikhel with field visits as necessary
Period of Service	: up to 5 years (subject to satisfactory performance)

The Programme Manager is responsible and accountable to the EnergizeNepal (ENEP) Programme Advisory Committee (PAC) for the administration of ENEP and for the implementation of ENEP projects and activities.

Responsibilities and duties:

- Setting and managing the strategic direction of the ENEP in accordance with its core objectives and with requirements of funding partners, including delivering and reporting on results achieved;
- Supervise and coordinate the planning and implementation of the project activities, providing proposals and liaising with the PAC in developing work plans, procurement, consultancies, recruitment, logistics, budgeting and disbursements;
- Establish close collaboration and working arrangements with an interdisciplinary team composed of national and international experts from energy sector, GOs, NGOs, academic/research institutions, private sector and other professional associations, to ensure timely conduct of programme activities, including contractual arrangements;
- Ensure good coordination and collaboration with programme partners and project implementation agencies to meet the core objectives of ENEP;
- Monitor and supervise the execution of ENEP projects and activities, ensuring in particular close working relations with partner organizations, and providing technical support and general supervision of Programme operation. Inform the PAC about problems and obstacles that need attention and specific assistance;
- Prepare the terms of reference for ENEP project partners and consultants required for other activities, in accordance with the approved annual Work Plan, and submit required documentation to the PAC for approval;
- Monitor and supervise the work of project partners and consultants, facilitate meetings and, as far as possible, ensure the timely and responsive delivery of outputs and reports;
- Provide support to the PAC members and international programme partners visiting/engaged in assignments in country, including preparing itineraries, appointments, travel and other logistical arrangements;
- In consultation with the PAC, determine dates, agendas, budgets and participation for meetings and workshops, and upon approval of these plans by the PAC, undertake the organization and conduct of the meetings and workshops;
- Organize and conduct national level project meetings and workshops and other activities as required;
- Maintain close contacts with partners and projects, ensuring adequate communication of programme activities to all stakeholders including Government and private sector, and invite and encourage multi-stakeholder participation, in particular local groups, in programme activities and consultations as appropriate;
- Prepare an annual Work Plan for submission to the PAC and updates on a half-yearly basis with explanations of any changes. The annual plan will comprise reviews of activities undertaken and/or completed over the last year, as well as proposals for project

activities to be conducted the following year (scope, specifications and timeframe and expected outputs);

- In close collaboration with international and national organizations, mobilize funds /resources from other development partners and institutions.

Qualifications:

- A Master's level degree or PhD in engineering, renewable energy, hydropower, natural resources management, or related field;
- At least 10 years of working experience in renewable energy and environmental management or related fields with recognised technical expertise;
- Strong management skills including ability to provide strategic guidance, technical oversight, build strong teams, mentor staff, develop work plans, and manage budgets and project expenditures;
- Excellent communication and interpersonal skills with experience in networking with partners at all levels (ministry, donors, private sector, NGOs and local community-based organizations);
- Experience working with or in international and donor organizations with implementation of development programme/projects;
- Demonstrated written, analytical, presentation, reporting and computing skills and familiarity with modern communication systems (internet, worldwide web, email, etc.);
- Fluency in spoken and written English and Nepali.

