

**Vacancy Announcement**  
**Secretariat of the International Renewable Energy Agency (IRENA)**  
**Knowledge, Policy and Finance Centre (KPFC)**  
**Junior Professional Officer (JPO) Position**

<b>Publication date:</b>	14 August 2018
<b>Deadline for application:</b>	14 September 2018 (at midnight, KST)
<b>Title:</b>	Associate Programme Officer - Nationally Determined Contributions (NDC) Implementation
<b>Grade:</b>	P-2
<b>Duration of appointment:</b>	One year (with possible extension for another year)
<b>Duty station:</b>	Abu Dhabi, United Arab Emirates

The International Renewable Energy Agency (IRENA) is an inter-governmental organisation mandated with the widespread and increased adoption and sustainable use of all forms of renewable energy. At present, IRENA has 158 Members (157 States and the European Union) that acceded to its Statute, and 24 additional States in the process of accession and actively engaged. IRENA supports countries in their transition to a sustainable energy future, and serves as the principal platform for international cooperation, a centre of excellence, and a repository of policy, technology, resource and financial knowledge on renewable energy. The Agency implements its mandate with the view to sustainable development, increased energy security and low-carbon economic growth and prosperity.

Within this mandate, the focus of the Knowledge, Policy and Finance Centre (KPFC) is on collecting data, developing knowledge platforms and conducting analysis and implementational work to support the creation of enabling environments for investment and growth in renewables. This entails analytical work on policy and finance, building a gateway to knowledge, giving input to advisory services that the Agency provides to its Member States and at regional levels, and targeted engagement with the private sector and civil society. KPFC is also leading the Agency's work on climate change.

The focus of IRENA's work on climate change is to further the understanding of how renewable energy contributes to achieving climate objectives and how this contribution can be further enhanced, feeding this knowledge into efforts to tackle climate change and supporting IRENA Member States in related implementation activities. Analytical work has shown that the energy transition to a low-carbon energy sector is technically feasible and economically viable,

and renewables together with energy efficiency will play a major role in this transition. Since the adoption of the Paris Agreement, special attention is being given to the renewable energy component of Nationally Determined Contributions (NDCs), and to supporting countries in implementing plans and further developing them. A special focus is placed on climate finance, with a view to advising climate finance institutions, including the Green Climate Fund (GCF), on programmatic aspects regarding renewables and supporting member countries in accessing funds to further their policy objectives. Outreach is a critical component, so as to ensure that there is a good understanding of the opportunities both among energy sector stakeholders, financial institutions and investors, and in the climate change community.

In this context, IRENA is looking to recruit an outstanding and committed JPO to work within the NDC team on a comprehensive set of activities.

### **Duties and Responsibilities:**

Under the overall guidance of the Director of KPFC and direct supervision of the Senior Programme Officer, the JPO will perform the following duties:

- Support the further development of the analytical framework on the renewable energy component of Nationally Determined Contributions (NDCs), including both specific analysis and integrating relevant work from different parts of the Agency;
- Research, analyse and present information gathered from diverse sources; keep abreast of analyses and report on the latest developments related to climate change issues;
- Support the planning and initiation of new NDC work through administrative and technical work;
- Prepare initial drafts for focused and policy-relevant briefs for countries and governing bodies on the link between renewables and climate change, and in particular the NDCs;
- Contribute to the capacity building initiatives of the Agency aimed at advancing renewables in the context of NDC implementation and other relevant climate initiatives in developing countries;
- Assist in liaising with relevant institutions and key stakeholders to advance the role of renewable energy as a viable vehicle to address climate change in the broader context of sustainable development;

- Assist in communicating with other intergovernmental organizations, non-governmental organizations and national/regional institutions on linkages between renewables and climate change agendas;
- Provide substantive inputs to consultative and other meetings, conferences, etc., including by proposing agenda topics, identifying participants, preparation of documents and presentations;
- Prepare drafts for written outputs (e.g. draft background papers, analyses, sections of reports and studies, inputs to publications, etc.) and presentations and speeches;
- Assist with the preparation of external reports and brochures of the NDC team for publication;
- Contribute to the identification of internal and external knowledge products and practical developments relevant to the scope of IRENA's NDC work;
- Perform other duties as required.

### **Competencies**

**Professionalism:** Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

**Communication:** Ability to communicate effectively with various types of individuals and institutions. Speaks and writes clearly and effectively; good presentation skills and analytical writing skills; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

## **Qualifications**

**Education:** Advanced university degree (Master's degree or equivalent) in energy or electricity system policies, or economics or related fields with at least two years of relevant work experience (first-level university degree may be considered with at least five years of relevant professional experience acquired after completion of degree).

**Experience:** Understanding and/or expertise in sustainable energy or electricity systems, climate change or a related field within the context of research, implementation support, and/or advisory services; self-starter with organizational skills, including ability to demonstrate the relevance for advisory services; technology awareness and computer proficiency; ability to work with multi-cultural teams, sensitivity and respect for diversity.

**Language:** Excellent command of written and spoken English is required. Knowledge of other languages (Spanish, French) would be of additional benefit.

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This post is opened in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Republic of Korea and is addressed exclusively to candidates of the Republic of Korea.

### **General requirements for candidates applying to the JPO vacancies funded by the Republic of Korea:**

1. Korean citizenship
2. Proficiency in Korean and English language
  - a) MOFA will test shortlisted candidates for Korean proficiency
  - b) A minimum of iBT TOEFL score of 107 or NEW TEPS score of 452 or TEPS score of 800
3. Completed university degree (bachelor's degree or equivalent)

4. Not older than 32 years of age as of 31st December of 2018 (The maximum age limit for those who served in the military will be extended accordingly)
5. Male applicants shall have completed the Korean military service or be exempted from it.

## **B) Application process**

Applicants should submit their application electronically directly to the Agency **by e-mail only** to [JPO-RECRUITMENT@IRENA.ORG](mailto:JPO-RECRUITMENT@IRENA.ORG) indicating the JPO Position Title in the subject heading of the e-mail. All documents must be in English.

Applications must be received no later than **14 September 2018 (24:00 KST)**. Applications received after this date will not be considered. Only candidates under serious consideration will be contacted for interview and/or further assessment and receive notice of the final outcome of the selection process.

## **C) Documents to be submitted for the application (only complete applications will be considered)**

1. A Cover letter and the IRENA Application Form. (This form can be downloaded from [Online IRENA Application Form.docx](#) )
2. A scanned copy of applicant's Resident Register
3. A graduate or diploma certificate
4. A certificate of English language proficiency. Applicants should submit a minimum of iBT TOEFL score of 107 or NEW TEPS score of 452 or TEPS score of 800
5. Only for male applicants: A certificate of Korean Military Service. The maximum age limit for those who served in the military will be extended\* in accordance with the Support for Discharged Soldiers Act and the military service law.

\* Age limit for male candidates who have completed military service:

- Less than one year will be extended for one year;
- One year above and two years under will be extended for two years;
- two years or more will be extended for three years.

6. Only for low-income applicants: A scanned copy of applicant's certificate of National Basic Livelihood Security Recipients issued in Korean and its unofficial English translation

For general information on the Korean JPO Programme and additional conditions see the following website: <https://unrecruit.mofa.go.kr/>

[Please note that applicants can apply for a maximum of two JPO positions sponsored by the Ministry of Foreign Affairs of the Republic of Korea during the year of application.]

IRENA reserves the right to appoint a candidate at a lower level than the advertised level of the post.

