**Terms of References**

**Project Manager**

**Position Title:** Project Manager

**Location:** National Energy Efficiency and Conservation Authority (NEECA), Islamabad

 **Reporting to:** Managing Director, (NEECA)

**Positions Summary**

The Project Manager will support the NEECA in overall implementation of the Renewable Energy & Energy Efficiency (RE&EE) scale project in Pakistan. S/He will be responsible for establishing robust energy efficiency policy, standards, programs and labeling regime in the select cities in Pakistan to reap the low hanging fruits of energy conservation. Project Manager will be responsible for identifying barriers to Energy Efficiency and Renewable Energy promotion, take necessary initiatives to introduce appropriate policy and partnership intervention to plug the barriers and evaluate various policy instruments in the implementation of the project. Project Manager will jointly share the functions and responsibilities entrusted to be the focal person with respect to project strategies, institutional coordination, operational management and with respect to managing other aspects of the project. The position requires a high level of behavioral competency in terms of leadership, motivation and creativity, etc.

**Responsibilities & Position Requirements**

**Project and Implementation Agreement Life Cycle Management:**

* Manage “RE & EE Scale Project” and ensure smooth delivery of project’s agreed impact, outcomes and results as per Implementation Agreement milestones;
* Lead the REEE Scale project and NEECA initiatives related to energy management systems in cities through stakeholders’ engagement
* Ensure timely development of monthly and quarterly technical and financial project progress reports for submission to Ministry of Energy (Power Division), NEECA and GIZ
* Develop due diligence roadmap involving risk matrix; value-for-money based decision management system; duty of care SoPs for employees, beneficiaries and partners;
* Develop technical ToRs for various project vacancies and short-term technical assistance;
* Supervise and contribute towards the development of MoUs for the stakeholders and partner organizations in close coordination with legal advisor of the organization;
* Supervise the development of monthly, quarterly and annual Work Plans, Budgets and Cash Flows of the project in close coordination with the Executive Management;
* Develop and share quarterly program budget re-appropriations (if any);
* Build various specialized teams at NEECA involving expertise in Research based Coordination and Advocacy, Monitoring Evaluation and Learning; and communication and knowledge management; among others;
* Ensure quarterly assessment of project performance with a lens of value for money;
* Mentor and train the team members to increase retention rate and maintain the motivation level of the team
* Follow up on the International protocols/conventions on energy and environment conservation and establish business linkages with other sectoral partners.

**Operational/ Change Management**

* Oversee the implementation of strategic initiatives within for day-to-day activities ensuring that departmental objectives align with the overall strategic plan of the organization particularly in Building Sector.
* Support NEECA and GIZ of implementation of low/no investment energy-efficiency measures within the designated timelines of the project.
* Develop performance evaluation mechanism of program teams. Also, develop incentive and retention plan for high performing team members and get that approved from the Executive Management;
* Manage and oversee the performance of the project team with particular focus on quality, accountability and timely accomplishment of targets;
* Supervise the development of management information system for the project and contribute extensively in designing main dashboard of information system for executive management;
* Develop procurement plan and ensure timely initiation of procurements;

**Partnership Management:**

* Identify and engage partner organizations and various government stakeholders to scale, replicate and sustain the RE&EE Scale Project;
* Regularly engage with Senior Mangement at NEECA for development and deliverance of pitch presentation to provincial governments/organizations and IDFIs for collaborations;

**Program Evaluation and Knowledge Management:**

* Build and operationalize an internal MEL system;
* Supervise the development and designing of MEL framework and plans;
* Supervise CAEP in development of extensive reports/success stories/lessons learnt studies/ presentations/briefs/validation studies for consumption of senior management, policy level stakeholders at various events and forums;
* Support and facilitate third party annual program evaluations (if any);

**People Management and Team Building**

* Inspire team members in achieving project and organizational goals.
* Encourage participative management and building common goals.
* Training and capacity development needs assessment system
* Balancing the conflicting interest and dispute resolution
* Build relationships among cross functional teams of sister units to produce quality work with in stipulated time.

**Policies, Systems, Processes and Procedures**

* Implement the policies and procedures to initiate, monitor, deliver and evaluate sectoral activities in a controlled way.
* Develop the control procedures to be implemented in workplace to ensure the efficient and effective processes esp. at NEECA.

**Reports and Communications**

* Prepare and review project reports for presentation to Project Committee and Management.
* Preparation of Feasibility Reports in partnership on technical (EnMs) matters for executive management.
* Plan measure which requires larger investments, structure a plan to the management to follow it

**Qualification and Experience:**

* A Master’s degree in Public Policy, Economics with strong project management or any other relevant field
* At least **6-8 years** of experience in developing and managing complex multi-party multi-year projects especially in national and international development organization with an extensive policy level public stakeholder management as major component.
* Ideal candidate has demonstrable experience of preparing and working around Energy Efficiency and Conservation initiatives along with Climate Mitigation Strategies especially in light of Pakistan’s revised NDCs.
* Experience of working with International Development Organizations, and National/Provincial Governments in Pakistan
* Exposure to energy efficiency and conservation and sustainable development and strong coordination with local development authorities.

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