



**ECCAS**

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*The Commission*

19/09 Libreville, 2024

## CALL FOR APPLICATIONS

The Commission of the Economic Community of Central African States (ECCAS), created in October 1983, currently has eleven (11) member states: Angola, Burundi, Cameroon, Central African Republic, Republic of Congo, Gabon, Equatorial Guinea, Democratic Republic of Congo, Rwanda, Sao Tome and Principe and Chad.

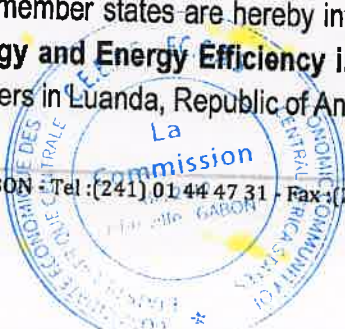
The missions of ECCAS are defined in Chapter II, Article 4 of the Treaty, which stipulates that the aim of the "Community is to promote and strengthen harmonious cooperation and balanced, self-sustaining development in the fields of economic and social activity, particularly in the areas of industry, transport and communication, energy, agriculture, natural resources, trade, customs, monetary and financial matters, human resources, tourism, education, training, culture, science and technology, and the movement of people, with a view to achieving collective self-reliance, raising the standard of living of the people, increasing and maintaining economic stability, strengthening close peaceful relations between member states, and contributing to the progress and development of the African continent".

In accordance with Article 108 of the Revised Treaty of the Community, the Conference of Heads of State and Government has created, by Decision N°04/CEEAC/CCEG/XIX/21 of July 30, 2021, the Centre Centre for Renewable Energy and Energy Efficiency in Central Africa (CREEECA) with headquarters in Luanda (Republic of Angola).

CREEECA is a specialized institution of CEEAC, whose mission is i) to coordinate the implementation of CEEAC's renewable energy and energy efficiency policy, and ii) to promote the emergence of a renewable energy and energy efficiency market.

To this end, as part of the operationalization of CREEECA, a qualified and experienced technical team will be put in place.

Nationals of ECCAS member states are hereby informed that the post of **Director of the Centre for Renewable Energy and Energy Efficiency in Central Africa (CREEECA)** is to be filled at CREEECA headquarters in Luanda, Republic of Angola, for a non-renewable term of five (5) years.



Each application must meet the following requirements:

- Be a national of one of the ECCAS member states, with the exception of the Republic of Angola, which hosts the CREEECA headquarters. Female candidates are strongly encouraged to apply.
- Not having used a different nationality to apply for another job within ECCAS in the past;
- Be of good character;
- Professional qualifications corresponding to the attached job profile.

05 Novembre 2024

Complete applications as detailed in the job profile must be sent by e-mail no later than 3.30pm on 2024 to the following e-mail address: [recrutements@ceeac-eccas.org](mailto:recrutements@ceeac-eccas.org).

Commission Chairman

  
Ambassador Gilberto Da Piedade VERISSIMO





# CALL FOR APPLICATIONS

Job title: **DIRECTOR OF CENTER FOR RENEWABLE ENERGY AND ENERGY EFFICIENCY IN CENTRAL AFRICA (CREEECA)**

Reference: **001/CEEAC/CREEECA/2024**

Application deadline: **05/11/2024**

Place of employment: **Luanda, Republic of Angola**

Type of contract: **Five (5) year non-renewable fixed-term contract**

| <b>POSITION SITUATION</b>   |  |
|---|--|
| <b>Organization</b>   | Center For Renewable Energy And Energy Efficiency in Central Africa (CREEECA) / Specialized institution of the Economic Community in Central African States (ECCAS).   |
| <b>Hierarchical positioning</b>   | Position n+2: Chairman of the Commission<br>Position n+1: Chairman of the Board of Directors   |
| <b>Functional relationships</b>   | <ul style="list-style-type: none"> <li>- Internal: Head of Program Department; Head of Administration, Human Resources and Acquisitions Department/National Focal Points in member states.</li> <li>- External: PEAC / EGL / OYO Center of Excellence / other ECCAS specialized institutions / ECCAS member states / technical and financial partners</li> </ul> |
| <b>JOB DUTIES</b>   |  |
| <p>Under the authority of the President of the ECCAS Commission, the responsibility of the Commissioner in charge of the Department of Territorial Planning and Infrastructures (DTPI) and the technical supervision of the Directorate of Energy of the ECCAS Commission, the Director of the Centre for Renewable Energy and Energy Efficiency in Central Africa (CREEECA) is responsible for the implementation of missions and the day-to-day management of technical, administrative and financial affairs. He/She is CREEECA's authorizing officer and has authority over all staff working under his responsibility.</p>   |  |
| <b>MAIN ATTRIBUTIONS</b>  |  |
| <p><b><u>Management and organizational development</u></b></p> <ul style="list-style-type: none"> <li>- Implement CREEECA's administrative, financial, accounting and procurement procedures manual;</li> <li>- Establish and implement the Centre's institutional framework, which includes the network of National Focal Institutions (NFIs) in all ECCAS member states and the governance bodies.</li> <li>- Provide secretarial services for meetings of CREEECA's governing bodies;</li> <li>- Implement the decisions and recommendations of the ECCAS Council of Ministers.</li> <li>- Ensure the Center's effective organizational development and strategic positioning within ECCAS and on the international renewable energy and energy efficiency markets.</li> <li>- Elaborate CREEECA's planning, monitoring and evaluation tools in collaboration with the ECCAS Commission (annual action plan, annual performance project, annual performance report, annual activity report) and submit them to the Technical Committee and the Board of Directors for review;</li> </ul> |  |



- Draw up CREEECA's five-year business plan and submit it to the Energy Technical Sub-Committee for approval.
- Prepare the CREEECA budget and submit it to the governing bodies before transferring it to the ECCAS Commission,
- Draw up a shortlist of external auditors and assessors, and submit them to the governance bodies for approval, with a view to recruiting the external auditor.
- Ensure effective implementation of CREEECA activities and financial resources approved in annual work plans, in cooperation and coordination with ECCAS and National Focal Institutions (NFIs).
- Recruit CREEECA staff in accordance with the ECCAS Staff Regulations. Recruitment must respect the principle of equity and geographical balance as defined in the revised ECCAS treaty;
- Procure the services of consultants and firms to carry out specific studies, goods and works in accordance with the CREEECA procurement procedures manual.
- Ensure that the Center meets and maintains all fiduciary standards (financial, administrative, procurement, internal controls, project cycle management) required to manage funding from international donors (e.g. World Bank, European Commission, GEF, United Nations). Ensure that CREEECA staff apply and maintain quality standards.
- Ensure financial accountability and recommend internal control mechanisms to prevent misuse of funds. Implement the recommendations of external auditors and evaluators.
- With the assistance of financial and administrative staff, ensure the quality of CREEECA contracts, financial progress reports provided by Project Implementers and ensure that financial disbursements and payments are made in a timely manner, in accordance with established payment schedules. Prepare financial reports on projects for international donors.
- Monitor progress in the technical and financial implementation of annual work plans; prepare periodic reports on the Center's progress and achievements in relation to its objectives, results and indicators (including analytical recommendations for adapting and revising activities, etc.).
- Maintain an overview of the relevance, effectiveness, efficiency and sustainability of the CREEECA program;
- Plan and suggest to the Board of Directors studies and surveys deemed necessary to achieve program objectives.
- Regularly compile information and data provided by National Focal Institutions (NFIs) on the progress of CREEECA's activities and share them with TC and Board members.
- Supervise all Center activities.

**Technical cooperation and supervision :**

- Represent the Centre and promote renewable energy and energy efficiency in the Central African region and internationally; travel regularly to Central African countries and to key events in the region and internationally to participate in conferences and workshops.
- Coordinate, prepare and submit political contributions and declarations on renewable energies and energy efficiency for consideration in international energy and climate processes (e.g. COP, SDG, SEforAL, REN21).
- Oversee the development, evaluation, implementation and monitoring of CREEECA projects and programs in the areas of capacity and policy development, knowledge management and investment and business promotion; supervise the delivery of conferences, workshops and training.
- Advise on the development and implementation of ECCAS flagship programs. Take leadership in the development and implementation of ECCAS objectives in cooperation with ECCAS officials and NFPs.



- Ensure that CREEECA's activities are in line with the business plan and annual work plans and budgets (BPAWPB), national policies, strategies and legislation; avoid duplication of activities implemented by other actors or donors and cooperate closely with ECCAS and NFIs.
- Supervise technical staff on project management issues and on aspects related to renewable energies and energy efficiency.
- Establish and develop the quality, evaluation and project cycle management framework for activities to be co-financed and/or implemented under the CREEECA program.
- Constantly mobilize funds for the Center's activities and contribute to the preparation of project proposals to be co-financed by local or international development partners; participate in calls for proposals.
- Contribute to quality assurance throughout the project cycle of a wide range of different CREEECA activities (e.g. training, conferences, policy activities, project co-financing).
- Ensure the quality of approved projects in line with donor requirements and that pro-poor, pro-environment and pro-women impacts have been assessed; participate actively in the evaluation of tenders and project proposals.
- Oversee the preparation and execution of complex technical contracts and calls for proposals; supervise staff to ensure effective control of consultants or facilities.
- Strengthen the regional network of CREEECA National Focal Points (NFPs) and help organize coordination meetings.
- Coordinate and cooperate closely with the Center's main partners (e.g. UNIDO, other GN-SEC centers and other donors).

#### **Communication plan**

- Establish regular consultations with ECCAS, National Focal Points (NFPs) and other key market facilitators in the region.
- Establish strong technical partnerships between the Center and other institutions in the region or internationally; utilize know-how and technology transfer; create south-south partnerships and strong links and exchanges with other centers in Africa.
- Act as focal point for the implementation of activities of the UN Sustainable Energy for All Initiative (SEforALL) in Central Africa and other international organizations (e.g. IRENA, REN21 and GEF).
- Establish strategic links with donor partners and loan and equity financing institutions to raise funds for renewable energy and energy efficiency investment projects (such as development banks in donor countries, national or regional development banks).
- Establish a communication network with national and regional chambers of commerce, trade associations and other RE and EE lobbying agencies in the Central African region.
- Engage relevant stakeholders in policy dialogue on renewable energies, including public institutions, civil society and the private sector.
- Ensure effective public relations and the publication of information on CREEECA's programs to the various target groups.
- Ensure that awareness-raising activities on renewable energy and energy efficiency (RE and EE) take place in the Central African region.
- Establish and maintain a comprehensive network of RE and EE contacts in the Central African region (e.g. NFPs, private sector) and internationally.

#### **REQUIRED PROFILE**

##### **Nationality/Country**

Be a national of one of the ECCAS member states, with the exception of the Republic of Angola, which hosts the CREEECA headquarters. Female candidates are strongly encouraged to apply.



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| <b>Training</b>         | Hold at least a Master 2 / DEA / DESS or equivalent degree in electrical/electromechanical engineering or energy, rural engineering or closely related disciplines.  |
| <b>Experience</b>       | <ul style="list-style-type: none"> <li>- At least 15 years' professional experience in the energy sector in the ECCAS region (or sub-Saharan Africa) with proven experience in the development, management and implementation of programs and projects that have generated quantifiable benefits.</li> <li>- At least 10 years' professional experience at similar levels of responsibility in the field of Renewable Energy and Energy Efficiency (Cf. article 12 of the ECCAS Staff Regulations).</li> <li>- At least five (5) years' experience in development and policy support in the energy sector in ECCAS member states and Central Africa.</li> <li>- Proven experience in mobilizing resources from development partners, the private sector and international organizations;</li> <li>- Experience in international development cooperation and managing development partners is a prerequisite.</li> </ul>  |
| <b>Knowledge</b>        | <ul style="list-style-type: none"> <li>- Knowledge of the procedures of the main donors is an added value;</li> <li>- Excellent knowledge of the state of renewable energy and energy efficiency markets, policies, players and trends in the Central African region at national and regional level.</li> <li>- Demonstrated understanding of gender equality and women's empowerment in the energy field, and of the interconnections between energy and sustainable development.</li> <li>- Excellent writing skills and familiarity with modern ICT systems, practices and processes.</li> <li>- Ability to lead the development, management and review of reports and documents on technical and strategic energy issues</li> <li>- Strong analytical, negotiation, presentation and communication skills</li> <li>- Very good knowledge of leading international institutions and organizations in the energy field;</li> <li>- Very good knowledge of texts, treaties, legislation and policies in the energy field;</li> <li>- Regional energy integration issues and their political stakes;</li> <li>- Very good knowledge of planning and project management techniques;</li> <li>- Knowledge of a Community language (English, Spanish, French and Portuguese), with a good command of another Community language as an asset.</li> </ul> |
| <b>Technical Skills</b> | <ul style="list-style-type: none"> <li>- Communicate orally and in writing in a multicultural environment;</li> <li>- Produce analyses, studies and reports;</li> <li>- Make complex recommendations in a clear and concise style;</li> <li>- Organize and lead technical meetings with all types of internal and external contacts;</li> <li>- Produce clear, structured documents in a variety of formats depending on requirements;</li> <li>- Use IT tools: Word, Excel, PowerPoint.</li> <li>- Results orientation ;</li> <li>- Have a sense of pedagogy;</li> </ul>  |



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|--------------------------|--|
|                          | <ul style="list-style-type: none"> <li>- Analytical and synthesis skills ;</li> <li>- Organizational skills, time management and thoroughness;</li> <li>- Sense of contact, listening and human relations.</li> </ul>  |
| <b>Behavioral skills</b> | <ul style="list-style-type: none"> <li>- Results orientation ;</li> <li>- A sense of pedagogy;</li> <li>- Analytical and synthesis skills ;</li> <li>- Organizational skills, time management and thoroughness;</li> <li>- Sense of contact, listening and human relations;</li> <li>- Strategic vision, rigor and method;</li> <li>- Anticipation ;</li> <li>- Negotiating skills ;</li> <li>- Leadership.</li> <li>- Discretion ;</li> <li>- Self-control and stress management.</li> <li>- Ability to work under pressure ;</li> <li>- Availability.</li> </ul> |

#### CONDITIONS OF USE

|                                 |   |
|---------------------------------|---|
| <b>Compensation</b>             | <ul style="list-style-type: none"> <li>- Salary and benefits in line with the ECCAS salary scale.</li> </ul>  |
| <b>Age</b>                      | <ul style="list-style-type: none"> <li>- Recruitment conditions in compliance with the Staff Regulations and the Organic Framework of the Community of Central African States (ECCAS)</li> </ul>  |
| <b>Nationality &amp; gender</b> | <ul style="list-style-type: none"> <li>- Be a national of an ECCAS member state, with the exception of the Republic of Angola. The overall geographical balance between member states will be taken into account in recruitment;</li> <li>- Female candidates are encouraged to apply.</li> </ul> |

#### APPLICATION FORMS

- Reasoned request for recruitment ;
- Detailed curriculum vitae including full contact details (first and last name, address, telephone, fax, e-mail) ;
- Certificate of nationality ;
- Birth certificate or suppletive judgment in lieu thereof;
- A police record (bulletin n°3) less than three months old;
- Certified copies of academic degrees and diplomas ;
- Work certificates and documents attesting to professional references;
- A medical certificate issued by an accredited physician;
- Full identity of three unrelated referees who can attest to the candidate's professional and moral qualities;

The complete application, bearing reference: **001/CEEAC/CREEECA/2024** and the job title **"DIRECTOR OF THE CENTER FOR RENEWABLE ENERGY AND ENERGY EFFICIENCY IN CENTRAL AFRICA (CREEECA)"**, must be sent electronically only, no later than 3.30 p.m. Libreville time on 2024 to: [recrutements@ceeac-eccas.org](mailto:recrutements@ceeac-eccas.org)

