

Job Vacancy Description:
Project Coordinator and Consultant – Africa Unit
Reference: 20/21

1. The company

Trama TecnoAmbiental (TTA), with headquarters in Barcelona (Spain), is an international engineering and consulting firm in business since 1986 in the field of renewable energies and specialized in distributed generation and energy access for development. TTA's multidisciplinary team has extensive experience at both technical and management levels and has been exposed to many international projects all over the world.

With its more than 30 years of experience, **TTA offers a full range of cross-cutting engineering & consulting services** for all kinds of renewable energy and energy access projects, such as:

- *Consultancy in energy access and renewable energy projects (off-grid and on-grid).* Project identification and evaluation; Technical and Economic feasibility studies; Assessment of renewable energy sources, Engineering studies; Social and environmental impact assessments; Owners Engineering services; Preparation of technical specifications and bidding documents; Support during procurement; Construction supervision; Monitoring services; Operation and Management services; Project promotion and dissemination.
- *Engineering Procurement & Construction (EPC) of micro-grids.* Design, supply, installation and commissioning of micro-grid projects.
- *Energy efficiency and green buildings.* Evaluation, design and monitoring of energy efficiency projects; Energy auditing; Integration of renewable energies into buildings and green building practices.
- *Institutional, Policy and Regulatory Support.* Design of rural electrification policies, programmes, strategies and action plans; Policy development and planning; Development of business models and tariff schemes; Market potential assessments.
- *Product development.* Development of products specific for renewable energy and rural electrification projects.
- *Capacity Building.* Capacity building and specialized trainings.
- *R&D.* Publication of articles, documents, guidelines, case studies, and presentations at international conferences.

TTA is a **pioneer firm in renewable energy-based generation and solar PV Hybrid mini-grids**. At the forefront, TTA was the driving force for the implementation of the first micro-grid projects in Spain in the early 1990s, and later on applying its expertise in Latin America, Africa and the Mediterranean. TTA has implemented mini-grids as EPC contractor in Ghana, Chad, Cape Verde, Ecuador, Palestine, Morocco, etc. some of which have been operated and maintained by TTA. Having collaborated in various tasks of the International Energy Agency (IEA), TTA was awarded with the EUREC Technology Prize 2001 "for developing excellent system technology for rural electrification based on renewable energy sources, combined with an innovative, user-oriented approach for its implementation". Furthermore, in September 2015, TTA was awarded with the Prize "Off-Grid Experts Awards" by the company Off-Grid Phaesun together with ARE (Alliance of Rural Electrification), for excellence in the performance in the field of Off-Grid power supply, in the Category A "product" for TTA's "Electricity Dispenser", an advanced meter for mini-grids.

In terms of **publications**, TTA has been the main contributor of the IRENA's Innovation Outlook: Renewable Mini-grids (2016) and is author of the World Bank's ESMAP Benchmarking study of Solar PV mini grids investment costs (2017 & 2018). TTA's first hand field experience in the Operations and Maintenance of Mini-grids has been used by IRENA's Policy Toolkit. These are just some of the latest references in which TTA has participated.

Another significant milestone in the sector is TTA's lead organization of the ***International Conference on Solar Technologies & Hybrid Mini Grids to improve energy access***, a relevant sector event conducted on October 2018 in Mallorca (Spain) and which was supported by renowned organizations such as the ESMAP, World Bank, EnDev, the GIZ or SNV.

TTA's track record in the field of Renewable Energies and Rural Electrification is demonstrated by the extensive list of projects carried out around the globe for project developers, contractors, power utilities, governments as well as all major International Organizations such as the World Bank, IFC, UNDP, UNOPS, UNIDO, UNICEF, GEF, UNESCO, IDB, OAS, European Commission, AECID, GIZ, KfW, and other cooperation and development agencies, NGOs, local communities and individuals.



Figure 1. Countries of experience

TTA is also a member of and collaborates with the following organizations and Groups. TTA is a founding member of the **Alliance for Rural Electrification (ARE)** and TTA's Director served as Board member for three years until 2015.



Further detailed information on the work of TTA can be found at: www.tta.com.es/en. Please see some of our Microgrids projects: <https://youtu.be/Z21tenW9YXE>, <https://youtu.be/NlbFpRHK8YU>

2. Job description

TTA is seeking a Project Coordinator and Consultant (PCC) to join TTA's **Africa Regional Unit**. Under the supervision of the Africa Team Leader, the Project Coordinator and Consultant will **champion project coordination and be a key resource within TTA's Africa Region Unit**. The PCC is someone who enjoys coordinating a team and can thrive in a complex HR environment, with internal and external human resources dedicated to one or several projects. The PCC will also be a **key interface between TTA's clients and TTA's Africa team**. The PCC is the responsible of the way the work is **effectively and sustainably** done by the team, and of the outputs of the work to reach the objective of the projects within the budget and time.

The selected candidate will be coordinating and managing TTA's full-time project analysts, consultants, and engineers as well as external consultants or partners working on different projects and different themes. He will take care of the good capacity, understanding of the team members and will be able to adapt the tasks distribution according to the context.

He will also be in charge of quality control ensuring final product and deliverables to the highest standard before the final approval of TTA's Africa Regional Unit Team Leader.

Supervision and review of documents, reports, simulations, Excel sheets and others will be a “common routine” on weekly basis for this role. For some of the projects this position also requires “to be a consultant”: i.e. produce project outputs such as technical reports, periodic reports, simulations, analytics, and others.

The nature of projects will be related to sustainable energy and rural electrification, including renewable energy, energy efficiency, mini-grids and energy access.

3. Responsibilities

The PCC will work in the following areas and will have the following responsibilities (A to E):

A. Project Coordination and Project Management Skills

1. **Effective, efficient, and timely coordination regional projects** in East Africa, Horn of Africa and Southern Africa as required, the project portfolio will range from 3-6 projects depending on duration, complexity, HR involved and budget
2. **Project management:** control project timelines and budget, lead project teams and follow-up with them, and lead the client communication as the main interface for some projects. Responsible for scheduling internal and external meetings, follow-ups with teams and any other required task.
3. **Team management:** manage and control the time spent by each Human Resource, to ensure projects are delivered within budgets and financial targets. Additionally, the project coordinator is expected to decide, along with the Africa Unit Team Leader, the HR allocation to each task/deliverable as per their capabilities and suitability and task load. Develop methods and procedures for the team to work effectively and sustainably.
4. **Prepare project deliverables:** prepare technical reports and other deliverables required by the project in a timely manner with the highest standards.
5. **Field missions.** Travel to project sites when required.

6. **Objective:** increase the margin of the project, satisfaction of the client, and coordinate and follow-up invoices and payments to allow a comfortable cashflow to the company.
7. **Continuous improvement:** Give the best feedbacks of experience to improve the procedures of the company and suggest to the Africa Regional Unit Team Leader how to implement improvements.

B. Technical

8. **Feasibility Studies:** conduct Project identification, Project Development, Pre-feasibility Study, Feasibility Study, Demand Study/Load Profile, Need assessment and data gathering, Techno-economic analysis, Social, Environmental, PPA, Net Metering, etc.
9. **Financial and business models and delivery schemes:** Carry out or review institutional framework analysis as well as financial and economic models, Business Model, Tariff Setting, Revenue stream definition Client Policy, Funds mobilization, Costing.
10. **Institutional, Policy and Regulatory Support:** develop strategic and planning documents in the field of sustainable energy, policy and regulatory frameworks, tariff setting among others.
11. **Capacity building:** prepare and deliver trainings for public and private stakeholders.

C. Business Development

12. Support business development.

Develop opportunities and good relationship with clients within the current projects to get extension or new contracts.

Support the Africa Unit Team Leader and the Business Development department in identifying and preparing proposals as needed (up to 25% of total time).

D. Strategy

13. Support the Africa Unit Team Leader in strategic decisions for the Africa Unit, in particular;

- Attendance in important, strategic webinars and conferences
- Participate in prospective calls with potential clients
- Help identify priority countries or regions for the medium- and long-term strategy
- Identify BD opportunities within countries TTA is working on

E. Quality Control and Quality Assurance

The PCC is someone who **pays attention to details while considers the “big picture” at the same time, and ensures quality throughout her/his work in reports, workplans, emails and any other output coming out from TTA Africa Unit.** Fluent written English is required, and it is expected that the selected candidate will conduct the necessary spelling/grammar checks in each report and email that comes out.

4. Profile

The ideal candidate for this position will have the following competences:

1. **Educational Background.** A Master's degree in engineering, economics or similar is desired. Specific education in renewable energies, energy efficiency and management, sustainable energy and/or energy access will be an advantage.
2. **Previous Work Experience.** Minimum 8 years of experience in energy is required. Minimum 5 years of experience in sustainable energy is required. Experience in clean-energy mini-grids is desirable. Previous experience in consultancy and project management in sustainable energy is required.
3. **International Experience.** Experience in Africa is required. Experience with multilateral or bilateral development agencies is highly desirable.
4. **Languages.** Fluency in English or French is required. Other languages will be an advantage
5. **Computer Skills.** Excellent command in Microsoft Word, Power Point and Excel are required. Experience with simulation software i.e. HOMER, PV SYST is desirable.
6. **Interests.** Passionate about sustainable energy; Motivation to travel internationally; Interest in development.
7. **Skills.**
 - Ability to work with minimum supervision
 - Ability to manage multiple projects simultaneously
 - Problem-solver, pro-active and results-oriented
 - Analytical skills, efficient designing and implementing of processes
 - Methodical and well organized
 - Ability and proven experience to think creatively learn quickly and develop innovative solutions involving electrical and mechanical challenges
 - Cross-cultural communication and interpersonal skills

Apply >> If you are interested in applying for this position, please click on the following link where you will find the procedure to follow (upload CV and fill-in form): <https://goo.gl/forms/i05SOg847G7bsybE3>

Only shortlisted candidates will be contacted