

The Government of Anguilla is seeking a suitably qualified Project Manager for the “Streamlining Anguilla’s Energy Sector Towards a More Sustainable Future” under the Sustainable Energy and Marine Biodiversity Programme (ReSEMBiD).

**Title:** Project Manager, Sustainable Energy Project - ReSEMBiD  
**Area:** Streamlining Anguilla’s Energy Sector Project Activities  
**Duration:** 12-month fixed-term contract (extension depending on performance and funding)  
**Time Expectation:** Fulltime  
**Starting Date:** Immediately  
**Remuneration:** USD\$4,500 - USD\$5,945.28 (conversion is based on € 1 = \$ 0.96 cents (the required social security & levy will be deducted)  
**Location:** Anguilla

## **Project Background**

The Project Manager will support the Sustainable Energy Project in Anguilla under the ReSEMBiD programme entitled “Streamlining Anguilla’s Energy Sector Towards a more Sustainable Future”. The Project Manager will oversee various activities and tasks to ensure that all the goals and objectives of the project are achieved. These expected outcomes will support future renewable energy development, improve public knowledge awareness, attitudes, and perceptions towards energy efficiency and, renewable energy technologies. It will strengthen institutional capacities and competencies to lead the energy transition through proof of concept activities to inspire increased uptake of energy efficiency, renewable energy technologies, and Electric Vehicles (EV).

## **Job Overview**

The Project Manager must have exceptional project management and communication skills to facilitate the successful execution of the project. The Project Manager will play a key role in ensuring that all components of the Project are properly implemented, all program/project objectives are delivered within the scheduled times, and all stakeholders are kept engaged and updated.

The Project Manager will also be responsible for overseeing assigned project(s) from an engineering perspective to provide support to ensure that quality, health and safety standards are maintained; that projects are completed by scheduled completion dates and within budget.

The Project Manager drives efficiency and supports successful execution by monitoring and reporting on the progress, resource usage, and performance to objectives. The Project Manager will have two key responsibilities:

1. Ensure the effective, efficient and accountable implementation of the Project, in line with relevant workplan(s) and applicable policies for four major components:
  - Coordination of various consultancies for national strategic and energy planning activities
  - Development and coordination of various capacity building activities for Government staff and stakeholders across Anguilla
  - Green Block energy efficiency upgrades and infrastructure replacement

- Coordinate the procurement of at least one electric vehicle and charging station in Anguilla
- 2. Provide the best and most appropriate technical advice to the Government throughout the formulation, design, implementation and evaluation(s) of the Project.

## **Duties and Tasks**

The successful candidate will be required to perform the following duties:

### **A) Project Management:**

1. Work closely with the Project Coordinators to ensure that the goals and objectives of the project are achieved, based on the approved project documents (Project Proposal, Logical Framework, Communications & Visibility plan, and Monitoring, Evaluation, Accountability & Learning (MEAL) plan), and strictly adhere to the approved budget.
2. Ensures, and is accountable for, timely, effective and compliant delivery of project objectives relative to their functions.
3. Coordinate the activities/tasks of the contractors
4. Monitors implementation against Project work plan, and produces periodic progress reports, flagging issues requiring attention
5. Maintains monitoring checks on substantive direction of portfolio, anticipating bottlenecks, new opportunities, and recommended adjustments
6. Achieve strategic programmatic impact and work in close horizontal collaboration with other team members
7. Participates and actively contributes to planning meetings and Project Steering Committee meetings
8. Assists with the procurement process (drafting Terms of Reference and Tender documents, prepare submitted bids for evaluating committee, prepare contracts, etc.) when foreseen in the implementation of project activities
9. Coordinates the financial, reporting and evaluation and accountability feedback of projects
10. Collect, collate and manage data from different activities and stakeholders
11. Plan, coordinate and procure resources and trainers for various training and capacity building activities of project
12. Ensure all team members are always updated with the activities for program implementation
13. Maintain project structures (including budget and project-specific data) and ensure compliance with project requirements
14. Perform other specific tasks pertinent to the implementation of the project assigned by the Project Coordinators.

### **B) Technical Advisory**

1. Acts as technical adviser in area of primary expertise to the Project Steering Committee
2. Produces situation analyses and identifies key opportunities and partners to advance project planning
3. Proactively leads discussions with the ReSEMBiD Project Coordinators for areas of responsibility.

### **C) Representation and Negotiation:**

1. Develops and nurtures excellent relations with authorities, consultants and other international and local implementing agents and stakeholders in the field, establishing credibility and trust
2. Proactively ensures coordination, cooperation and information exchange with other team members
3. Negotiate with prospective consultants, vendors and trainers
4. Actively plan, coordinate and participate in the communications and visibility activities of the Programme including briefings, radio interviews, article writing and press conferences

### **Responsibilities:**

More specifically, the Project Manager will be responsible for the following:

### **Stakeholder Engagement and Communications:**

- Identify, align with, and support, ongoing data collection efforts by consortium partners and local government partners.
- Work closely with project working groups to uncover key challenges and priorities on clean energy planning and other national strategic initiatives such as the development of Anguilla's integrated resource and resilient plan (IRRP), National Energy Strategy, and other planning activities. This will include establishing meetings and advancing data requests among other duties.
- Coordinating training workshops in various subject areas and working with local partners and stakeholders including government employees, regulator/Energy Commissioner, students and businesses.
- Monitoring and execute quality control of local professionals executing various energy efficiency related equipment upgrades across various government buildings.
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- Data collection and quality control, including seeking data from local partners.
- Synthesize data and information collected to support technical and financial analysis and broader power and transportation sectors.
- Communication of results and status updates to Project Supervisory Committee and other partners.

### **Minimum Qualifications for Prospective Candidates:**

- Bachelor's degree in electrical engineering, environmental/natural resource management, sustainability, renewable energy, public administration, or similar field.
- Excellent communication skills, including high proficiency of written and spoken English.
- Drive and ability to work independently and manage own time and schedule to push projects and initiatives forward.
- Strong verbal and written communication skills.
- Proven organization skills and flexibility when it comes to balancing priorities.
- Knowledge and experience of energy and/or development planning; and

- Working knowledge of renewable technologies and their deployment capabilities.

**Preferred Qualifications:**

- At least 3 years of professional experience in project management or public/private energy sector or related field.
- Demonstrated experience with development and deployment of clean energy and urban mobility technologies, including but not limited to solar, wind, energy storage, and electric vehicles.
- Experience in working with utilities, private sector and local governments.
- Ability to work in a complex environment.
- Excellent analytical and organizational skills.

**Application Process**

- All interested candidates must submit to Karim VD. Hodge [Karim.Hodge@gov.ai](mailto:Karim.Hodge@gov.ai)
- Please provide a cover letter, current curriculum vitae (CV), certified copies of qualifications and any other supporting documents.
- **Submission Deadline:** 14<sup>th</sup> November, 2022, at 1500 hours, Anguilla Time.

Candidates who would be hired via a company should provide details of the latter.