



The CBRED (Philippines : Capacity Building to Remove Barriers to Renewable Energy Development) project funded by the Global Environment Facility (GEF) and the United Nations Development Programme (UNDP), and implemented by the Department of Energy (DOE) is in search of qualified candidate for the post of **PMO Information, Promotion and Technology Support Specialist** to be based at the DOE Office in Makati City.

Technical Accountabilities :

General Activities

1. Responsible in ensuring the necessary technical support to the operation of the CBRED Project
2. Provides technical inputs to the management of various activities of the Project as may be required by the PMO Director.
3. Coordinates logistics, monitors the conduct, in accordance to specified/agreed timetables and evaluates the outputs and outcomes of project activities.
4. Provides recommendations to address activity-level issues for the following components of the CBRED Project :
 - RE Information and Promotion Services
 - RE Training Program
 - RE Technology Support Program
5. Assists the PMO Director in formulating strategies towards the institutionalization and long-term sustainability of the above-mentioned CBRED Project components.
6. Responsible for ensuring the prescribed management criteria (e.g. approved terms of reference (TOR), contractual obligations, quality control, etc.) in the execution of activities under the above-cited project components.
7. Responsible in monitoring and evaluation of activities using the result-based management approach.

Specific Activities

1. Reports regularly to the PMO Director on the status of project activities vis-à-vis target outputs.
2. Evaluates and generates reports and recommendations on the works and outputs of consultants and subcontractors involved in the said Project Components.
3. Assists in the conduct of project risk managements.
4. Provides technical inputs during the conduct of regular and quarterly Project Monitoring and Committee meetings and in the preparation of quarterly financial and project progress reports.
5. Provides technical inputs in the preparation of annual project reports (APR) and other reports as required by UNDP.

Qualifications :

1. A University degree in science and engineering;
2. Proven track record in project management such as in meeting deadlines, timely submission of acceptable deliverables, etc.;
3. Working knowledge and background on the Philippines RE industry;
4. Knowledge and experience in the development and conduct of training programs;

5. At least 5 years experience in technology assessment and/or database management , IT management, and marketing; and
6. With satisfactory skills on the use of office software packages such as MS Word, Excel, Powerpoint and MS Project.

While the CBRED project offers an equal employment opportunity, only Filipino professionals are invited for these specific posts.

All application letters and comprehensive resumes should reach our office on or before 31 January 2006 Address applications to the Development Support Services Center, United Nations Development Programme, 30th Floor, Yuchengco Tower, RCBC Plaza, 6819 Ayala Avenue corner Sen. Gil Puyat Avenue, Makati City, tel # 901 0273.

This advertisement shall remain posted in www.undp.org.ph until January 31, 2006.

/18 January 2006