



Philippine Efficient Lighting Market Transformation Program

The PELMAT 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 candidates for the following vacant positions to be based at the DOE Office in Taguig City.

The Philippine Efficient Lighting Market Transformation Project (PELMATP) is intended to address the barriers to widespread utilization of energy efficient lighting (EEL) systems in the Philippines. It is aimed at contributing to the realization of the country's sustainable development objectives and its goal in reducing GHG emissions in the energy sector. It will specifically focus on the promotion of EELs energy efficient version of linear fluorescent lamps (i.e., slim tube T8 triphosphor coated), CFLs, high intensity discharge (HID) lamps, ballasts (low loss electromagnetic and electronic), and energy efficient luminaires. The project will accelerate integration of EEL promotion programs to the energy conservation and energy efficiency (EC&EE) programs of the Philippines' Department of Energy (DOE), enhance private sector's involvement and appreciation of the benefits of EELs, and ensure that environmental impacts associated with the widespread use of EELs are mitigated. The project objectives will be achieved with the implementation of specific barrier removal programs that will involve: (1) updating of policies, standards and guidelines on lighting applications; (2) institutional and technical capacity building; (3) consumer education and information dissemination; (4) development and implementation of appropriate financing mechanisms; and (5) mitigating environmental impacts of the widespread utilization of EELs.

Under the Global Environment Facility (GEF) Operational Program No. 6 entitled "Removing Barriers to Energy Conservation and Energy Efficiency", the United Nations Development Program (UNDP) assisted the Department of Energy (DOE) in the formulation of PELMATP. GEF is a financial mechanism structured as a trust fund that operates in collaboration with the three implementing agencies, one of which is UNDP, for the purpose of achieving global environmental benefits. DOE is the implementing agency for PELMATP and will be responsible for the successful delivery of the desired project outputs and outcomes as stipulated in the project document. A Policy Advisory Group, chaired by a DOE Undersecretary shall provide policy and program direction for the implementation of the project. A Technical Working Group (TWG) composed of concerned government agencies and representatives from other stakeholders of the Project shall provide over-all guidance on key program activities including policy recommendations, fund commitments, and co-financing arrangements.

PELMATP shall be implemented by a Project Management Office (PMO) reporting to the Project Director, who is also the Director of the Energy Research and Testing Laboratory Services (ERTLS) of DOE. The PMO shall be responsible for the over-all PELMAT operations and financial management and reporting in accordance with the rules and regulations for the nationally executed project. PELMATP shall operate for a period of 5 years.

1. Task Specialist - Information, Education and Communication Initial duration of employment is one (1) year, but may be extended based on performance; directly supervised by Project Director.

Duties and Responsibilities

The **IEC Specialist** shall be responsible in providing technical inputs as well as administrative to the PMO on various activities of the project specifically on the aspects of information, education and communications. He/she will coordinate logistics, monitor the conduct of the activities according to specified/agreed timetable, evaluate the outputs and outcomes of the activities, and provide recommendations to address the activity level for the EEL Applications Consumer Awareness Improvement Program.

He/she shall assist the Project Manager in formulating strategies towards the institutionalization and long-term sustainability of the above-mentioned PELMATP Project components. He or she shall also be responsible for adherence to the prescribed management criteria (e.g., approved terms of reference, contractual obligations, quality control, etc) are followed in the execution of the activities under the above-cited project components. He/she will also be responsible in the implementation, monitoring and evaluation of these activities according to the prescribed procedures. Specific activities include the following:

- Regular reporting to Project Manager on the status of project activities vis-à-vis target outputs;
- Synthesis of the activities and outputs of consultants and subcontractors involved in the said Project Components;
- Provision of assistance in managing project risk;
- Provision of technical inputs during the conduct of annual advisory group meetings and the quarterly TWG meetings and in the preparation of quarterly financial/project progress reports; and,
- Provision of technical inputs in the preparation of annual project reports (APR) and others as required by the UNDP.
- Preparation of a system of measuring/tracking impacts of IEC activities carried out under the project.

The Specialist will also undertake various administrative activities that may be deemed necessary in the expedient performance of his/her duties and responsibilities under the PELMATP Project.

Qualification and Experience

- Bachelors Degree in social sciences, public administration, communications or engineering; preferably with Masters Degree in the same or any other relevant field.
- Minimum 5 years experience in information, education and communication programs preferably in the energy sector.

- Proven track record in project management such as in meeting deadlines, timely submission of acceptable deliverables, etc.;
- Excellent English communication skills, both written and verbal;
- With good appreciation of and strong links with government agencies, LGUs, NGOs, academe and professional organizations involved in the energy sector; and
- With satisfactory skills on the use of office software packages such as MS Word, Excel and Power Point.

2. Administrative Officer Initial duration of employment is one (1) year, but may be extended based on performance; directly supervised by Project Director.

Duties and Responsibilities

The Administrative Officer shall be responsible in providing administrative support to the operations of PMO, supervising administrative staff and ensuring the smooth functioning of administrative systems under the project. Specifically, the Administrative Officer shall be responsible for the following tasks:

- Establishment of administrative system and procedures consistent with UNDP's national execution mode, in the form of a Manual, for the guidance of project staff, consultants and subcontractors;
- Establishment of a record of management system for the project both in paper and electronic;
- Maintenance of files of all personnel, consultants and subcontractors actively engaged in the project;
- Preparation and maintenance of travel plans and procurement plans for the project;
- Supervision of the procurement of equipment, supplies and sundries as may be needed in the Project, in accordance with UNDP guidelines;
- Maintenance of an updated inventory of all supplies and equipment and prepares guidelines for the proper use and maintenance of office equipment and properties;
- Supervision of the overall administrative activities related to project implementation; and
- Preparation of annual and quarterly work plan of activities for approval by DOE.
- Assistance to the technical operations of PMO;
- Monitoring of project activities and outputs;
- Secretariat support to workshops, seminars and trainings; and
- Other technical inputs in the various project activities as may be applicable to his/her academic background.

Qualification and Experience

- Bachelors Degree in public administration, business management, social sciences, and economics, preferably with Masters Degree in business management or any other relevant field.
- Minimum 5 years experience as business manager or office administrator.
- Proven track record in project management such as in meeting deadlines, timely submission of acceptable deliverables, etc.;
- Excellent English communication skills, both written and verbal;
- With satisfactory skills on the use of office software packages such as MS Word, Excel and Power Point.
- Good interpersonal and communication skills.

3. Information Technology Specialist Initial duration of employment is one (1) year, but may be extended based on performance; directly supervised by Project Director.

Duties and Responsibilities

The **PMO IT Specialist** shall be responsible for the management and maintenance of Project's database system and website. He or she will coordinate logistics, monitoring the conduct of the activities according to specified/agreed timetable and provide recommendations to better the collection of information/data/reports from PELMATP activities. Specifically, he/she will be responsible to undertake the following tasks:

- Design and maintains the Project Work Plan and Budget (Project Information Management) software;
- Coordinates data management and collection of project information from different PELMATP activities;
- Manages and maintains PELMATP database and website and orients staff on their use;
- Reports regularly to the Project Manager on the status of project activities vis-à-vis target outputs;
- Provides administrative and technical inputs in the preparation of project reports; and
- Assist in the design of information, education and communication materials for Component 3-EEL Application Consumer Awareness Program of PELMATP.

Qualification and Experience

- Bachelors Degree in information technology, computer management or computer engineering;
- Minimum 2 years experience in information technology and/or computer systems and software management, preferably with good knowledge of LINUX, MICROSOFT, and other Project Management/Information Systems software;
- Excellent English communication skills, both written and verbal;
- With satisfactory skills on the use of office software packages such as MS Word, Excel and Power Point.

4. Science Research Specialist Initial duration of employment is one (1) year, but may be extended based on performance; directly supervised by Project Director.

Duties and Responsibilities

The **Science Research Specialist** shall be hired to provide necessary administrative and technical support to the operations of Lighting and Appliances Testing Laboratory, particularly in the aspects of EEL systems testing as prescribed in Component 2 – EEL Application Institutional and Technical Capacity Development of PELMATP.

The PMO Science Research Specialists shall have the following tasks:

- Receive, schedule, track and dispose test samples;
- Assist in the preparation of laboratory test reports;
- Assist in the updating and implementation of the laboratory's quality system;
- Assist in the operation and maintenance of testing facilities;
- Assist in the conduct of research/study/information dissemination, preparation of reports related to energy efficiency improvements of lighting;
- Assist in data gathering/information of energy standards compliance for various lighting products;
- Handle the collection and remittance of testing fees; and
- Prepare/submit accomplishment reports.

Qualification/Experience

- Bachelors Degree in engineering, preferably an Electrical Engineering graduate;
- Relevant work experience is an advantage;
- With satisfactory skills on the use of office software packages such as MS Word and Excel; and
- Good interpersonal and communication skills.

All application letters and comprehensive resumes should reach our office on or before March 28, 2007. Address applications to the PELMATP Project, Human Resource Department, Department of Energy, Energy Center, Meritt Road, Taguig, Metro Manila.

This advertisement shall remain posted in www.doe.gov.ph until March 28, 2007.