



## **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 post of **Task Specialist for Policy and Environmental Management (TS-PEM), Administrative Assistant(AA), Science Research Specialist (SRS) and Laboratory Technician (LT)** to be based at the DOE Office in Taguig City. The PELMATP is intended to address the barriers to widespread utilization of energy efficient lighting (EEL) systems in the Philippines.

**1. Policy and Environmental Management Specialist** Initial duration of employment is one (1) year, but may be extended based on performance.

Responsible in providing technical inputs, as well as administrative, to the PMO on various activities of the project specifically on the aspects of policies and environmental management. 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 following components of PELMATP: EEL Policies, Standards and Guidelines Enhancement Program (Component 1) and EEL Systems Waste Management Assistance Program (Component 5). 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/she shall also be responsible for ensuring adherence to the prescribed management criteria (e.g., approved terms of reference, contractual obligations, quality control, etc) is 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 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 and provision of assistance in management of project risks;
- 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 report/project implementation review (APR/PIR) reports and others as required by the UNDP.

### ***Qualification and Experience***

- Bachelors Degree in engineering, public administration, business management, environmental science and economics, preferably with Masters Degree in the same or any other relevant field.
- Minimum 5 years experience in energy policy making and planning (including environmental management) and energy efficient technologies, particularly efficient lighting systems;
- 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 relevant sectors in the lighting industry; and
- With satisfactory skills on the use of office software packages such as MS Word, Excel and Power Point.

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

Responsible for providing administrative support to the operations for the PMO to ensure the smooth functioning of administrative systems under the Project. His/her specific responsibilities are as follows:

- Assists the Administrative Officer in establishing the administrative systems and procedures consistent with UNDP's national execution mode, in the form of a Manual, for the guidance of project staff, consultants and subcontractors;
- Assists the Administrative Officer in carrying out various administrative activities; reviews and controls procurement processes.
- Assists in developing and maintaining a records filing and retrieval system;
- Maintains an active file of all personnel, consultants and subcontractors under the project;
- Prepares and consolidates the travel plan, and procurement plan for the project;
- Prepares procurement requirements of the project, in accordance with UNDP guidelines;
- Prepares and maintains an updated inventory of all supplies and equipment;
- Makes arrangements for the logistical requirements in training, workshops, and other Project activities; and
- Assists the project staff, consultants and other project players in various administrative matters, whenever necessary.

***Qualification and Experience***

- Bachelors Degree in business management or any relevant field.
- At least two years experience as administrative staff in foreign-assisted projects preferable UNDP-GEF project;
- Knowledgeable in modern office administration specifically in management of office documents and papers;
- Knowledgeable in inventory control and procurement procedures; and
- With satisfactory skills on the use of office software packages such as MS Project; Good interpersonal and communication skills.

**3. Science Research Specialist** Initial duration of employment is one (1) year, but may be extended based on performance.

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. His/her specific responsibilities are as follows:

- 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.

**4. Laboratory Technician** Initial duration of employment is one (1) year, but may be extended based on performance.

Provide necessary 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. His/her specific responsibilities are as follows:

- Assist in the receipt, inspection, preparation, installation, dismantling, storage and disposal of test samples consistent with the laboratory quality system;
- Assist in the requisition/procurement of laboratory supplies and equipment maintenance parts;
- Maintain laboratory area clean and orderly; and
- Prepare/submit accomplishment report.

**Qualification/Experience**

- At least a two (2) years vocational course or at least 2<sup>nd</sup> year college;
- Relevant work experience is an advantage;
- Good interpersonal and communication skills.

All application letters and comprehensive resumes should reach our office on or before November 9, 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](http://www.doe.gov.ph) until November 9, 2007.