

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Infrastructure and Sustainable Energy		
2. Position Title: Senior Energy Efficiency Planner (MEPS)	3. Salary Level: 6	4. Division: Energy Planning Department
5. Reports To: Director General of Engineering Services	6. Direct Reports: Principal Energy Planner	
7. Primary Objective of the Position: To promote, facilitate and manage the overall energy efficiency developments, activities and programs in accordance with energy policies and legislations.		

8. Position Overview	
<p>9. Financial:</p> <ul style="list-style-type: none"> - Assist the Principal Energy Planner with the development budget and reconciliation and reporting on both energy efficiency programs, activities, and projects. - Assist the Principal Energy Planner with the recurrent budget for Energy Efficiency projects and programs. 	<p>10 Legal:</p> <ol style="list-style-type: none"> 1. Work in accordance to the National Condition of Service (NCS), energy related policies and other related regulations.
<p>11. Internal Stakeholders:</p> <ol style="list-style-type: none"> 1. Report directly to Principal Energy Planner on any EE activities and programs. 2. Work closely with <ol style="list-style-type: none"> 1. EPD Staffs on any implemented energy efficiency projects both urban and rural areas. 2. MISE Staffs on any energy related EE issues and 3. KOIL, KGES, PUB and PVU on the energy projects and related matters. <p>To be referred to Manager:</p> <ol style="list-style-type: none"> 1. Payment of goods and services from recurrent and/or development fund 2. Budget matters 	<p>12. External Stakeholders:</p> <p>Work closely with key stakeholders (concern Ministries and NGOs) on energy developments and related issues concerning the Rural Islands.</p> <ul style="list-style-type: none"> - KGES - MIA - MELAD - MFED - MTCIC - KCCI - Private Sectors. <p>To be referred to Manager</p>

This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

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<p>3. Internal/External Travels 4. Training matters</p>	
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13. KEY ACCOUNTABILITIES *(Include linkage to KDP, MOP and Divisional Plan)*

- **KDP/KPA:**
- **MOP Outcome:**
- **Divisional/Departmental/Unit Plan:**

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
<p>1. Promoting and facilitating energy efficiency programs including the introduction of energy efficient products.</p> <p>2. Promoting and facilitating the sustainable investment in energy efficiency projects and programs in Kiribati.</p>	<ul style="list-style-type: none"> - Establish a system for the regulation of Minimum Energy Performance Standards that is applicable to: <ul style="list-style-type: none"> i. Registration of electrical appliances, electrical equipment, and lighting products. ii. Labelling of electrical appliances, electrical equipment, and lighting products. iii. Compliance, monitoring, and enforcement of the regulations. - To perform analysis of and advise on appropriate models or methods including of potential or necessary fiscal incentives. - To promote EE technologies and methods and energy efficiency products and systems. - To promote and facilitate the use and development of EE. - To advise on any studies or data collection on EE - To increase awareness of the use of EE products and programs. - Educate and increase the participation of the public and industry on the use and important of EE. - To oversee implementation of activities identified in existing policies in respect of EE including the promotion of supply side and demand side management measures. 	<ul style="list-style-type: none"> - Importing and banning the inefficient product into Kiribati is controlled. - Power and electrical consumption is decreased. - The livelihood in Kiribati using electrical and EE technologies improved. - MEPS regulations developed and established. - Public and Industry or business participated or contributed into the EE program and activities. - Data on EE products improved. - Energy Audit report for all government updated.

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<p>3. Energy and Greenhouse gas monitoring and reporting</p> <p>4. Energy Efficiency (EE) Strategy and Climate Change (CC) Strategy</p>	<ul style="list-style-type: none"> - Strengthen collaboration with development partners, donors and multilateral institutions for the advancement and replication of successful EE projects or programs. - To provide and encourage the capacity building within private sector for implementing and operating and maintaining applicable and sustainable EE technologies. - To conduct staff training and school education programs related to EE, as required - To conduct energy surveys and audits to identify the potential for efficiency improvements. - To regularly monitor and report on greenhouse gas emissions against nominated targets and recommend remedial action if annual targets are unlikely to be met. - To collaborate in the development and implementation of the CC Strategy - To develop the EE annual targets and contribute towards reviewing and implementing the CC strategy - To be active in developing and implementing a plan to reduce the organisation’s GHG emissions in accordance with its committed targets. 	
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10. Key Challenges	11. Selection Criteria
<p>Be able:</p> <ol style="list-style-type: none"> 1. To work within project given time frame or schedule. 2. To deal with aggressive customers 	<p>11.1 PQR (Position Qualification Requirement): Education: The post holder must possess at least with</p> <ol style="list-style-type: none"> 1. Master’s degree in Science (Maths and Physics or Chemistry), Energy Management, Electrical and Electronics management/Engineering, or related energy field with at least 1 years in energy field. <p style="text-align: center;">Or</p> <ol style="list-style-type: none"> 2. Bachelor’s degree including Science (Maths and Physics or Chemistry), Energy Manangement, Electrical and Electronics Engineering, or other energy engineering related fields with at least 5 years work experiences in energy field.

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	<p>Or</p> <p>3. Diploma in Science (Maths and Physics or Chemistry), Energy Management, Electrical and Electronics Engineering, or other energy engineering related fields with at least 10 years work experiences in energy field</p> <p>Job Training:</p> <p>Prerequisite:</p>
	<p>11.2 Key Attributes (Personal Qualities):</p> <p>1. Knowledge The post holder must have acquired advanced skills in the following fields</p> <ol style="list-style-type: none">1. Energy management includes energy efficiency, tariff and energy load demand analysis, and energy system design.2. Ability to collate, analyse and report on data from a number sources3. Understand the connection between EE and GHG emissions reduction <p>2. Skills:</p> <ol style="list-style-type: none">1. MS Office and Excel Office programme2. Customer Service and3. Management Skills <p>3. Attributes</p> <ol style="list-style-type: none">1. Physically fit, Conscientious and Co-operative2. Writing and speaking in English must be very good

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