

Job Profile
Long Term Energy Adviser
Danish Energy Agency
Energy Partnership Programme
Mexico

Reference number: DK-03468-2017/MEX.02-W

1. Preliminary

1.1 Short background:

A long term adviser is required to support the implementation of the Danish Energy Agency Energy Partnership Programme in Mexico and to provide technical assistance to Mexico's Ministry of Energy (SENER) and the National Commission for Energy Efficiency (CONUEE). The adviser will be a full time international senior adviser employed by the Danish Ministry of Foreign Affairs and based in SENER. The senior adviser will refer and report to the Director General for International Affairs.

1.2 Purpose of memo:

This Memo describes the main tasks involved in the position and the qualifications required for the position.

1.3 Expected composition of the selection committee

Applicants for the position will be selected for interview by the Danish Ministry of Energy, Utilities and Climate, the Danish Energy Agency and the Danish Ministry of Foreign Affairs, following consultation with SENER, who will also be represented at the job interview. Mercuri Urval will participate in the process of appointment by conducting personality tests and test interviews with the selected candidates, as well as taking part in the final interview. The final interview panel consists of: representatives from Ministry of Energy, Utility and Climate, the Danish Energy Agency, a representative from SENER, representative(s) from the Danish Ministry of Foreign Affairs and the consultant from Mercuri Urval A/S in charge of the recruitment process.

2. The programme

2.1 The programme in short:

Since 2012, the Danish Climate Envelope, through the Ministry of Energy, Utilities and Climate (MEUC), has financed energy and climate related programs in Mexico (DKK 45 million), Vietnam (DKK 65 million) and South Africa (DKK 40 million). In addition, the Danish Energy Agency (DEA) has provided technical assistance (DKK 40 million) to these three countries and China. The current cooperation with China, Mexico, South Africa and Vietnam come to an end by June 2017, but to continue the successful elements of the current programmes, a new Danish Energy Partnership Programme has been developed. The Partnership Programme will be implemented through an integrated government-to-government cooperation approach, designed to provide mainly technical assistance in a peer-to-peer manner, in the same countries; China, Vietnam, South Africa and Mexico. In Mexico, the primary focus will be on 1) renewable energy (modelling, bioenergy and power

system development), 2) energy efficiency (modelling, industry and buildings) 3) climate change mitigation (NDC related modelling and implementation). The Partnership Programme in Mexico will be supported by two international advisers, one with focus on energy efficiency and renewable energy , another with focus on climate.

The Energy Partnership Programme is a 3 year programme, from medio 2017 - medio 2020, and financed with DKK 115 million through the Danish government's Climate Envelope. The programme in Mexico has been allocated a total of DKK 34 million.

2.2 Requirements and expectations from the relevant parties

The objective of the senior adviser will be to assist SENER and CONUEE with the implementation of the core areas of interventions of the programme and to oversee, monitor and report on progress.

3. The position

3.1 Title:

Senior Adviser (N1)

3.2 Place of service:

Ministry of Energy, Mexico City, Mexico

3.3 Terms of employment:

Contract period: From agreed commencement till end of programme by June 30, 2020. Attractive remuneration package reflecting family status. Contribution to a pension scheme, health insurance and reimbursement of school fees. House rent allowance through the salary. Grant for relocation. For more details please refer to Danida's *Staff Regulations - Advisers on Long-term Assignments* (<http://amg.um.dk/en/Technical-guidelines/technical-assistance/>).

3.4 Area of responsibility/tasks

The main responsibility of the adviser will be to serve 1) as expert on building capacity within energy efficiency planning under cooperation with CONUEE, 2) as technical adviser on renewable energy under the cooperation with SENER, and 3) as adviser to SENER and CONUEE on programme coordination and implementation.

As adviser on energy efficiency, the senior adviser is expected to:

- Provide substantial technical assistance and to build capacity in the work on energy efficiency, specifically energy efficiency in industry, in close cooperation with Danish Energy Agency experts as well as other international and local experts. As part of this, the adviser shall:
 - Advice on the establishment of a voluntary agreement scheme based on implementation of energy management systems in large industries.
 - Contribute to strengthening the capacity of CONUEE in setting up and managing the set-up of administration of a voluntary agreement scheme.
 - Assist CONUEE in dialogue with relevant companies / business organizations
 - Support drafting ToRs for technical assistance and other inputs related to energy efficiency.

As adviser to SENER, the senior adviser is expected to:

- Support SENER in setting up an (independent) platform for handling data and models related to energy modelling
- Support drafting ToRs for technical assistance and other inputs related to renewable energy.

As adviser for the Energy Partnership Programme, the senior adviser is expected to:

- Keep updated on energy sector development and establish a personal network with development partners, civil society organisations and private sector
- Provide input to policy dialogues relevant for the partners and the entire Energy Partnership Programme. Inputs may include the preparation of policy briefs or background notes as required
- Provide advice on overall policy and programme-wide strategic issues based on Danish and international experience from low-carbon energy transitions.
- Follow up on progress in programme activities
- Identify needs and facilitate delegation visits to Denmark
- Advise implementing partners on - and actively participate in - dissemination of results and inclusive stakeholder consultation processes of outputs generated by the program
- Participate in the working groups under the programme as advised and prepare for Steering Committee meetings
- Advise on the Partnership Program implementation in a cohesive and coordinated manner that aligns with Mexican plans and priorities
- Actively explore possibilities for the engagement of Danish private sector actors in programme activities.
- Actively explore synergies between the bilateral Partnership Programme and the multilateral fora, and other cooperation, where Denmark is active.
- Coordinate with the Danish Embassy in Mexico to explore synergies between the bilateral Partnership Programme and the activities carried out by the Embassy.

3.5 Success criteria

- Successfully translate best practices within energy efficiency in industry into concrete policy inputs and assistance to CONUEE
- Expedient delivery of technical inputs required for the completion of programme activities under renewable energy and energy efficiency
- Successfully coordinate with Mexican partners and stakeholders and DEA
- Successfully validate and communicate results based on assessments of impact of programme activities
- Successfully ensure ownership, legitimacy and effectiveness of programme activities through proactive engagement with a wide range of actors across government, business and organizational sectors

4. Demand profile/Qualifications

4.1 Requirements and expectations concerning the formal qualifications of the candidate

- A master level degree of corresponding qualifications in energy/environmental management, economics, political science, engineering and/or subjects relevant to energy efficiency, energy policy, planning, and renewable energy
- Extensive experience working with one or more related fields such as: promotion of energy efficiency in industry, energy sector modelling, renewable energy planning
- Project management and coordination experience and experience from delivery of technical assistance, exchange visits and technical secondments

- Solid knowledge of and experience with Danish energy policy and the Danish energy sector
- Experience of working with Danida, for example regarding capacity building or policy advice, will be an advantage
- Experience from developing countries, preferably Latin America will be an advantage
- Knowledge of the Danish energy technology providers an advantage
- Fluency in English, written and spoken, fluency in Spanish is an advantage but as a minimum a willingness to attain fluency will be required. Fluency in Danish an advantage.
- Good written and verbal communication skills

4.2 Requirements and expectations concerning the personal qualifications of the candidate:

- Openness towards and understanding of different cultures and capacity to work in a different cultural setting
- Inter-personal skills with a high level of initiative and diplomacy
- Ability to work as part of an interdisciplinary team with relations to different ministries and stakeholders
- Proactive and flexible attitude, adaptability, social sensitivity, with respect for other cultures
- Capacity to manage and facilitate working processes involving parties at different levels

5. Recruitment Procedure

5.1 How do you apply

Information about the mandatory application procedure can be found at www.danidajob.um.dk

5.2 Deadline for application: 12 June 2017 at 12.00 noon (CEST)

5.3 Preliminary interviews and personal evaluation: 20-26 June. Mercuri Urval will conduct a personal evaluation of selected candidates.

5.4 Language test: The Ministry of Foreign Affairs has decided that all candidates called in for interview – except those to whom the relevant language is mother tongue – shall be language tested in Denmark in the working language of the duty station (English and Spanish)

5.5 Presentation to the appointment committee: 27-29 June 2017

5.6 Decision: A decision is expected shortly after 29 June 2017

5.7 Expected commencement: As soon as possible

5.8 The position is subject to final approval of the programme, which is expected in June 2017.