



TERMS OF REFERENCE FOR THE RECRUITMENT OF THE COORDINATOR OF ANCEE

Position : COORDINATOR OF ANCEE
Type of offer: Employment of Consultant
Trade(s) : Commercial and Business Administration, Trade / Sales, Management
Level(s) : BAC+5, BAC+6, BAC+7 and more
Experience : Minimum 10 years
Place : Côte d'Ivoire
Term of Contract : One year renewable upon conditions of satisfactory results
Deadline : 26/02/2018

ASSOCIATION OF POWER UTILITIES OF AFRICA (APUA)

recruits

A PROJECT COORDINATOR

Pegging: AFRICAN NETWORK OF CENTERS OF EXCELLENCE IN ELECTRICITY

Short project presentation / Job Description / Functions / Attributions:

Short project presentation

The African Network of Centres of Excellence is a continental initiative spearheaded by the Association of Power Utilities of Africa (APUA) supported by the African Development Bank, the French Development Agency (AFD) and Africa power utilities launched in February 2016.

The overall objective of ANCEE is to improve the performance of the power sector and to strengthen regional exchanges through capacity-building actions targeting managers and technicians and engineers, as well as selected policy-makers.

The network harnesses existing regional expertise offered by eight outstanding training centers: Four founding centers: KGRT (ZESCO), in Zambia; IFEG (SONELGAZ), in Algeria; EAL (ESKOM), South Africa, and four newly selected



centers: CME (CIE), Cote d'Ivoire; NAPTIN, Nigeria; MTC and ATC (EEHC), Egypt; GTC (KENGEN) in Kenya

The ANCEE project consists of the following five components:

- Component I: Establishing the Network
- Component II: Network operation
- Component III: Training for skills in the electricity sector
- Component IV: Promoting of new Centers of Excellence
- Component V: Key project success factors

The organisation structure of ANCEE comprises two governance organs: the APUA Executive Committee and ANCEE Steering Committee.

The operational team in charge of the implementation is the ANCEE Coordination Unit headed by the Coordinator under the supervision of the Director General, APUA. It comprises two others consultants respectively in charge of marketing and Communication and procurement.

One of ANCEE project specific objective is to develop a sustainable network able to address the training needs of the personnel of the African power sector with a specific approach for gender issues, institution in fragile states, and training in Renewable Energy, Energy Efficiency and Climate Change related issues.

Also, to develop Network's specific trainings of excellence, grants will be given for capacity building, rehabilitation and expansion projects in Centers of Excellence and Training Centers of APUA member utilities

The project started in June 2015 with the official launch of the Network by the 49th General Assembly of the APUA. Since then, the project has reach interesting results but is still not meeting the expectations of the stakeholders in terms of (i) accompanying African power utilities in identifying their need in capacity building, (ii) developing a strong added value for the training centers of the network in terms of understanding the needs of the utilities, (iii) developing strategies to reach the financial sustainability of the Network.

In this context, the ANCEE Network is currently looking for a Coordinator with strong technical and personal competencies in order to drive the project toward the expected objectives.

Further detailed information can be find on APUA website : www.apua-asea.org and on ANCEE website : www.ancee-racee.org

Missions

Under the authority of the Director General of APUA, the Coordinator of the Coordination Unit of the African Network of Centers of Excellence in Electricity



(ANCEE) conducts the action of the Unit and manages the resources made available to the network.

He ensures the constant adequacy between the programmatic and educational resources of the network and the capacity building needs of the electricity companies. It assumes responsibility for the identification and mobilization of strategic and financial partners, boosts and drives strategies to address sector capacity gaps, and oversees the development and implementation of network management tools.

Responsibilities

More specifically, the Coordinator has the following responsibilities:

- Understand quickly the stakes of the project and implement adapted solutions to reach its objectives ;
- Provides oversight to project execution and prepares reports in accordance with BAD and AFD criteria, rules and regulations;
- Appropriate and organize the implementation of the business plan and financing plan as validate through the Steering committee of the project
- Improve and implement the network development and promotion plan;
- Improve and implement strategies for networking, developing technical and financial partnerships;
- Oversee the implementation and updating of management tools (example: needs / offers database);
- Ensure timely, efficient and effective implementation of the work plan and adjust the work plan when and where necessary to ensure that the project outcomes and outputs are aligned with project priorities and frameworks
- Organize and animate the Project Steering Committees and ensure that Project Steering Committee fulfils its function;
- Maintains adequate project-related documentation;
- Reviews project outputs, provides technical input and ensures quality standards are met;
- Applies adaptive management principles to the supervision of the project;
- Prepare the project implementation programs to be periodically approved by the donors and the Steering Committee. This program will specify in particular: (i) the detailed budget and the financing plan (expenditures submitted to AFD and expenditures submitted to the AfDB), (ii) the procurement plan, (iii) the plan of activities 12 months, (iv) the arrangements for the preparation and validation of subsequent business plans, (v) the commitment and expenditure execution channels, (vi) the procedures for the selection of beneficiaries of training grants, (vii)



proposals for the award of training fellowships and (viii) the roles and responsibilities of each.

- Ensure the interface with network partners, including strategic and financial partners, governments, and Power Utilities (PU);
- Manage the human resources directly affected;
- Ensure a good coordination and communication between the APUA and the ANCEE team
- Supervise the preparation of supporting documents, agendas, and minutes of meetings of the Governance Organs (GO) of the network
- Coordinate the preparation of thematic, periodic, technical and financial reports.

Description of the candidate's profile:

Ideally, the Coordinator would justify the following profile:

Level of education :

- Master Degree in Business Administration or in Management, or Business School or any other related field related to the position.
- An additional university Master degree in Energy related field is an asset

Experience :

- A minimum of 10 years of successful experience in Project Management (supervision, coordination, reporting), including team leadership in a multicultural environment.
- Demonstrated expertise in coordination of multi-country initiatives would be an asset.
- Knowledge of the electricity/power sector and/or vocational training in Africa is a plus.

Skills and core competencies :

Here are listed personal attributes or underlining characteristics, which combined with technical or professional experience, enable the delivery of the expected mission.

- Demonstrate and promote the highest standard of integrity, impartiality, fairness and incorruptibility in all matters affecting his/her work and status;
- Take appropriate risk in developing new or adapting existing methods and approach to more effectively perform tasks or to solve problems in new and unique ways;
- Capable of working in Teams: Acting as a team player and facilitating team work; Developing & Empowering People/Coaching and Mentoring



- Strong interpersonal competencies (diplomatic sensitivity, negotiating, organizational knowledge, client focus) with effective teamwork skills.
- Strategic competencies (analytical and flexible thinking, networking)
- Solid achievement focus: know how to translate missions into objectives and mobilize the necessary resources to achieve them;
- Strong competencies in communicating Information and Ideas: facilitating and encouraging open communication in the team, communicating effectively with the stakeholders of the project
- Delivers verbal/written information in a timely, clear, organized and easily understood manner;
- Able to provide appropriate and transparent decision: Informed and transparent decision making;
- Accepts responsibility and accountability for the quality of the outcome of his/her decisions.
- Excellent practice of computer tools,
- Excellent command of English and French.

Additional Information:

Please send your application to secgen@apua-asea.org specifying the title of the post.

Application should include:

- Detailed Curriculum Vitae
- Motivation letter
- References letter
- An executive note of the candidate, detailing his comprehension of the mission, its objectives and a detailed methodology to reach these objectives (max 3 pages)