



Job Opportunity

Job Title: Executive Director
Location: Monrovia



Background

The Government of Liberia, through the then Ministry of Mines and Energy, in January 2009, adopted the National Energy Policy (NEP), which called for the establishment of the Rural and Renewable Energy Agency and Rural Energy Fund, to support all economically viable, socially acceptable, and environmentally friendly rural energy projects and programs regardless of financial viability. Consequently, in January 2010, President Ellen Johnson Sirleaf issued Executive Order No. 23, establishing the Rural and Renewable Energy Agency (RREA) to facilitate and accelerate the economic transformation of rural Liberia by promoting the commercial development and supply of modern energy services to rural areas with an emphasis on locally available renewable energy sources. The RREA, which is under the policy oversight but independent from the Ministry of Mines and Energy (MME) will administer electrification to rural areas through renewable and least-cost energy technologies and resources, including micro-hydro power plants, small biomass power plants, solar photovoltaic applications, and other mini-grids, and stand-alone systems. The Agency is also working with relevant donors and development partners engaged in the energy sector to address rural energy needs in Liberia and opportunities for addressing energy access for households, small businesses as well as public facilities such as schools, health clinics, administrative buildings, etc. The RREA also works closely with Liberia's private sector and community developers to investigate and determine how these entities can be encouraged and supported to bring electricity and other energy services to rural areas. In addition to training and outreach, the RREA is expected to provide financing facility in the form of *grants, subsidies and loan guarantees* through the Rural Energy Fund (REFUND) to support rural energy service delivery. The agency also serves as Liberia's information clearinghouse on rural and renewable energy development.

Job Objective

The Executive Director will serve as Chief Executive Officer of the RREA with the responsibility for overseeing the Agency's overall administrative and operational activities. The Executive Director will report to the Board of Directors, which serves as the governing body of the RREA.

Main Duties and responsibilities

The services for which the Executive Director will be specifically responsible will include but not be limited to the following:

Provide strategic planning leadership, technical guidance and quality assurance for all RREA activities; Oversee administration, staffing, finance, procurement, reporting and management issues related to RREA operations; Provide all required assistance for the RREA Board of Directors to ensure maximum efficiency in the conduct of its business, inter alia by; organizing and preparing the meetings of the Board of Directors and preparing the draft minutes for approval; ensuring the highest quality for all documents submitted to Board Members for their consideration and approval; and implementing decisions made by the Board of Directors in a timely and effective manner. Establish a strong organization structure for the RREA by preparing the annual work program of the RREA; preparing the annual budget of the RREA; establishing an efficient management information system (MIS) for the RREA; developing manpower policies for the RREA; and hiring and firing the staff of the RREA as and when necessary in line with RREA staff/personnel and operational manuals. Ensure efficient operation of the work of RREA Program Unit by providing strategic leadership to guide the work of RREA program units; supervising the correct conclusion of contracts with consultants and other sub-contractors; monitoring the budget situation of RREA throughout the year; coordinating RREA's activities with other Government institutions, development partners, donors, NGOs, the private sector, civil society, etc. and leading resource mobilization and fundraising for the RREA's core costs and program activities as well as for national investment programs and business ventures for energy access. Establish strong linkages with relevant stakeholders both in and outside Liberia by maintaining close working relationships with senior executives in key public and private sector institutions as well as international organizations involved in the energy sector, and maintaining strong donor relations.

Qualifications, Key Skills and Experiences Required

University degree, preferably in engineering, science, economics, finance or business administration, procurement or related disciplines. A Master's degree will be an added advantage; Highly motivated with established leadership credentials in renewable energy and rural development, with the diplomatic skills necessary in an often highly charged, high-profile political environment, and a track record of successful dealings at the highest levels of Government, development partners, the private sector, and civil society; Minimum of 8 years in the Energy Sector, working with Energy Sector stakeholders – Ministry of Mines and Energy, Liberia Electricity Corporation, etc.; Minimum 8 years professional experience including experience working in the public sector and/or civil society, preferably with business support services, and substantial exposure to energy and development issues; Demonstrated experience in program and project management, strategic planning, resource mobilization and fund raising; Demonstrated ability to inspire, encourage, and build trust and confidence among peers and subordinates; Proven management capabilities in previous senior position plus solid analytical, negotiating and communication/interpersonal skills with demonstrated track record in working in a team setting, and ability to balance multiple priorities and deadlines and fluency in written and spoken English is required.

How to apply:

If you are interested in applying for the above vacancy, please submit a letter of application along with a copy of your CV, a contact telephone number and the names of 2 referees who you have previously worked for to our Office. Only shortlisted applicants will be contacted.

Address all Applications to:

**The Administration
Rural & Renewable Energy Agency
LEC Substation, Newport Street
Monrovia, Liberia**

Deadline: July 23, 2019 @12noon

RREA is an equal opportunities employer, females are strongly encouraged to apply