

RECRUITMENT OF HEAD OF DIVISION, PLANNING, STUDIES AND PROJECT FINANCING

Job Vacancy at the West African Power Pool Secretariat

Background

The West African Power Pool (WAPP) is a specialized institution of the Economic Community of West African States (ECOWAS) created by the ECOWAS Heads of State and Government to integrate the national power systems of the Member States into a unified regional electricity market with the expectation that such mechanism would over the medium to long term, assure the ECOWAS citizenry of stable and reliable electricity supply at competitive costs. The WAPP Secretariat is based in Cotonou, Republic of Benin.

The Secretariat has the following job vacancy to advertise:

Department: Planning, Investment Programming & Environmental Safeguards (PIPES)

Position Title: **Head of Division, Planning, Studies and Project Financing**

Location: Cotonou, Benin

Reports to: Director, Planning, Investment Programming & Environmental Safeguards

Subordinates: Project Coordinators

Job Summary: Effect Strategic Planning of Investments, manage the preparation of pre-investment studies on WAPP Priority Projects, and participate in the mobilization of funding for their implementation

Essential Duties:

Support the Director of PIPES to carry out the following:

1. Coordinate the periodic updates of the WAPP Master Plan and prepare contingency scenarios as necessary;
2. Prepare and maintain coherent Business Plans for WAPP to guide its operations
3. Coordinate the preparation of Terms of Reference documents for all pre-investment studies on WAPP Priority Projects;
4. Prepare the organization of periodic WAPP Donor Coordination Meetings to among others, update WAPP Partners on the status of implementation of the WAPP Investment Program and to leverage funding for the preparation of pre-investment studies and the implementation of projects;

5. Coordinate the recruitment of required Consultants in collaboration with utility project teams to prepare pre-investment studies.
6. Coordinate the preparation of pre-investment studies on WAPP Priority Projects
7. Provide support for promotion of viable projects and support project appraisal exercises by WAPP Partners;
8. Program investments to ensure the timely intervention of WAPP Partners and investors
9. Evaluate periodically the consistency of the WAPP Master Plan with national master plans;
10. Maintain elaborate project status data sheet on all WAPP Priority projects for dissemination to WAPP Partners and Stakeholders;
11. Advise and propose mechanisms to harmonize planning techniques, standards and criteria;
12. Ensure that WAPP Guidelines for effecting Environmental and Social Impact Assessments on WAPP Priority Projects are continuously updated in line with industry trends and requirements of Development Financing Institutions
13. Prepare periodic divisional Work Programs, Budgets, progress and activity reports
14. Support the Strategic Planning and Environmental Committee in the preparation and implementation of its work program
15. Monitor and report on industry trends that may impact planning and project development forecasts and directions, based on information received from member utilities, regulatory bodies, investors, financial institutions and legislative bodies
16. Any other responsibilities assigned by the Secretary General of WAPP and/or the Director, Planning, Investment Programming & Environmental Safeguards

**Minimum
Qualifications /
Skills and
Knowledge
Required:**

Education: B.Sc. in Electrical Engineering, (MSc in Electrical Engineering and/or MBA and/or MSc Project Management shall be an advantage)

Years' Experience: 5-7 years of experience in the areas of power systems, operations planning, and transmission planning desired;

- Understanding of electric power generation and resource planning principles, including adequacy analysis techniques, reliability evaluations, and use of appropriate tools
- Experience in the areas of generation resource planning, transmission planning, or a combination thereof
- Understanding and ability to apply technical, financial and economic analyses on projects to establish their bankability and viability
- Excellent interpersonal and written and verbal communication skills including preparing and presenting information.
- Must be able to work effectively in a team environment and with a capacity to work with minimal supervision.
- Strong computer skills in Microsoft Office applications including Excel, Word, PowerPoint, Project, e-mail and internet programs. Knowledgeable in network analyses software such as PSS/E or EUROSTAG shall be an advantage.

Language: Fluency in English and French

Salary: The position is on Grade P5 of the WAPP Secretariat Pay Scale. The WAPP Secretariat offers a competitive remuneration package comparable to those offered by similar regional/international organizations.

Women are strongly encouraged to apply. Interested Candidates should send detailed resumes under cover of signed applications to the following address:

The Secretary General
West African Power Pool Secretariat
06 BP 2907
Cotonou, Republic of Benin
Tel: +229 21 37 41 95
Fax: +229 21 37 71 43

Applications can also be submitted through email at the address info@ecowapp.org. To be eligible for consideration, Applicants must be citizens of ECOWAS. The applications must reach the above address by March, 31st 2014 local time Benin.