

ToR and Job Description of Human Resources

S N	Position	Education and Experience	Roles and Responsibilities
1	Engineer (PIU)	• Bachelor's degree in Electrical/ Mechanical/ Civil/ Agriculture/Electronics and Communication/ Industrial/ Environment Engineering or relevant discipline with minimum three years' experience in renewable energy sector. • Demonstrated skills in CCS technology and coordination, energy plan preparation and demand supply measurement skill are required. • Prior experience on working with different associations, municipalities would be an advantage. • Knowledge of specific gender issues in RE and sensitivity to local culture and traditions in Nepal. • Experience in designing and implementing private sector capacity building and in training national and sub-national staff. • Ability to build and maintain relationships, particularly interacting productively, proactively, and comfortably with municipality staff, community leaders, government agencies, NGOs, private sector. • Demonstrated strong written and oral communication, interpersonal and negotiation skills. • Demonstrated computer skills in MS Office applications including Word, Excel, PowerPoint, and Outlook. • Output/result and teamwork oriented • Participated in relevant trainings. • Strong written and oral presentation skills in English and Nepali are required.	• Reviewing the received application for CCS technology as aimed by the project in line with the prepared evaluation guidelines. • Review the LGs selection criteria and identification and verify the LGs for proceed to MoU. • Maintain a track record of the individual LGs administer the projects for subsidy proceedings when the documentation is complete. • May need to visit the field/site to verify the parameters mentioned in the CCS request form of respective LGs for selected program. • Maintain proper documentation of the CCS technologies, database and other associated activities. • Liaise with the PPMU and concerned stakeholders as and when necessary. • Assist in organizing training and capacity building activities. • Any other task assigned by the Project coordinator

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2	Support Staff (Administration) (Duty Station: One position in each PPMU as per specified cluster, and one position in the PIU)	• Intermediate degree in any discipline with one year of administrative experience. • Demonstrated strong written and oral communication, interpersonal and negotiation skills. • Demonstrated computer skills in MS office applications including Word, Excel, PowerPoint, and Outlook. • Demonstrated office management system and procedures. • Output/result and teamwork oriented • Good knowledge in reporting, administrative writing, organizing/analyzing information, supply management, inventory control etc. Strong written and oral presentation skills in English and Nepali are required	• Provides administrative support to ensure efficient operation of office. • Answers phone calls, schedules meetings and supports visitors. • Carries out administrative duties such as filing, typing, copying, binding, scanning etc. • Completes operational requirements by scheduling and assigning administrative projects and expediting work results. • Makes travel arrangements for senior staff such as booking flights, cars, and hotel or restaurant reservations. • Exhibits polite and professional communication via phone, email, and mail. • Supports team by performing tasks related to organization and strong communication • Develops administrative staff by providing information, educational opportunities, and experiential growth opportunities. • Ensures operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories and evaluating new equipment and techniques. • Provides information by answering questions and requests. • Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies. • Contributes to team effort by accomplishing related results as needed.