

## Provincial Head

**Duty Station:** Biratnagar/Dhangadi  
**Responsible To:** Executive Director, AEPC  
**Reports To:** National Programme Manager, RERA  
**Working Relationship:** RERA team, concern local level, RE stakeholders, regional technical service provider

### **Context:**

Alternative Energy Promotion Center (AEPC) is the national focal point entity established in 1996 for the promotion, development and expansion of Renewable Energy Technologies (RETs) in Nepal. It is currently constituted under the Ministry of Population and environment with unifying mission of making renewable energy a mainstream resource through increased access nationwide. With the consent of policy and plan formulation, technology innovation, resource mobilization, co-ordination and quality assurance in place, it is, and further aims at improving living standard, increasing employment opportunities and reducing dependency on traditional energy for attaining sustainable development.

Adoption of federalism in Nepal on 20 September, 2015 (Schedule 4 of the New Constitution of Nepal) provides the division of country into 7 provinces which implies that provinces are responsible for translating and implementing policy and guidelines into the regional context developed by Ministry in National context. So in this regard, Alternative Energy promotion Center (AEPC) and Deutsche Gesellschaft Fur Internationale Zusammenarbeit (GIZ) is jointly implementing a programme 'Renewable Energy for Rural Areas (RERA) with a vision to ensure efficient and effective service delivery of decentralized renewable energy through improved outreach and enhanced local cooperation on a federalized and decentralized Nepal.

As agreed to achieve this vision under RERA, 2 provincial offices/ project support office (one in the West and one in the East Nepal) will be emplaced and operationalize for stimulating the use of sustainable energy and meeting targets for the production of renewable energy by improving service delivery of decentralized renewable energy.

In this regards, AEPC is seeking a Provincial Head at province office to support the execution of tasks relating to RERA as identified in the ToR below. S/he will work under direct supervision of National Programme Manager of the Renewable Energy for Rural area (RERA) Programme in close coordination with RERA and different technical and non-technical Units of AEPC, local level, concerned municipalities.

### **Overall Purpose:**

Provincial Head will be the main interlocutor between government and community interest in improving service delivery of decentralized renewable energy. S/he will be expected to play an active and constructive role in providing consistent information, analysis and strategic recommendations and actions.

S/he will follow the rules and regulations of AEPC and reports to National Programme Manager.

### **Main Tasks:**

The provincial Head works together with AEPC, GIZ/RERA, local level, municipalities, districts for improving the decentralized service delivery of the GoN in regards to renewable energy. The main tasks are as follows:

- Develop strategy and framework including where to focus, utilization of resources, how to develop operational relationship with Province Level offices, local level, districts, RERA/AEPC and how to face operational challenges as they arise.
- Develop, plan, coordinate and implement methodologies for engaging stakeholders and rural municipalities in consultative processes for rendering service of decentralized renewable energy and mechanisms of alternative energy. Ensure the progress of activities are regularly monitor.
- Support (rural) municipalities to develop local government framework, guidelines and policy as per existing legislation to promote alternative energy in rural areas.
- Lead and manage operations and core activities in the province, supervising the provincial team and overseeing the activities of the district teams.
- Provide continuous leadership, support and guidance to the provincial and district teams on the operation oversight and carrying M&E of their activities and seek to develop their capacity and skills.
- Ensure that all the stakeholders are brought together for transparent consultative processes throughout the period which will help to develop close and mutually beneficial working relationship.
- Ensure effective communication and networking both within the provincial structure and with external stakeholders including Non-governmental Organizations.
- Ensure that the Administrative, accounting and human resource management responsibilities are being exercised effectively with systematic budgeting and expenditure arrangements.
- Oversee the preparation of progress reports on all activities in the Province and ensure they are submitted to AEPC on accordance with agreed timescales.
- Ensure that appropriate resources and logistical support arrangements are in place to enable provincial and District teams to work effectively.
- Support AEPC, provinces and municipalities in mainstreaming GESI aspects and guidelines in all legislation, processes and standards pertaining alternative energy.
- Support in establishing link between Regional Technical Service provider (RTSP) and local and province level for effective implementation of AEPC's activities at local level
- Perform any other tasks as assigned by AEPC management.

### **Qualifications and Experience**

- Master's in energy, economics, Sociology, environment science or in engineering with 5 years of professional working experience.

- Sound understanding of energy sector regulation, policies and laws together with current issues and challenges.
- Minimum 5 years of professional experience in the field of governance and development with increasing levels of responsibility in project design, implementation and management.
- Effective communicator with a wide range of actors and partners, successful negotiator, cross cultural facilitator and active learner.
- Demonstrated analytical ability and understanding of local and regional context, with the ability to develop activities to achieve the objective of delivering service.
- Computer literacy in Microsoft Office Suite applications including word, Excel, Power point and Outlook.
- Demonstrated Report writing skills and knowledge.
- Familiarity on GESI related issues in renewable energy, including women and disadvantage group economic empowerment will be an additional advantage.
- Experience in renewable energy sector and energy related issues will be preferred.

Duration: Annual contract with possibility of extension based on performance