

Sustainable Energy Entrepreneurship Mentoring and Support Officer Nuku'alofa, Tonga

This assignment has been negotiated in good faith with the Partner Organisation, and the information contained was correct at the time of acceptance of the request.

However, while we take responsibility for matters under our direct control, all assignments and arrangements are subject to change. This assignment may be amended or withdrawn to reflect changes in circumstances.

GENERAL DETAILS

Assignment Title	Sustainable Energy Entrepreneurship Mentoring and Support Officer
Partner Organisation	Pacific Centre for Renewable Energy and Energy Efficiency (PCREEE) of the Pacific Community (SPC)
Website of Partner Organisation	http://www.spc.int https://www.pcreee.org
Duration of Assignment	12 months
Proposed Start Date	20 April 2020

1. PARTNER ORGANISATION OVERVIEW

PCREEE was developed between 2014-2015 in the context of a consultative preparatory process, which included the execution of a needs assessment and the development of the project document on the technical and institutional design of the Centre. The documents were validated during a joint SPC-UNIDO regional workshop held from 12-13 March 2014 in Nadi, Fiji. The Second Meeting of the Pacific Ministers of Energy and Transport, held from 2 to 4 April 2014, in Nadi, Fiji, endorsed the establishment of the PCREEE. In September 2015, the Pacific Community (SPC) was selected as the host organisation of PCREEE in the context of a competitive selection process. It was decided to establish the PCREEE Secretariat in Nuku'alofa, Tonga side by side with the Ministry for Meteorology, Energy, Information, Disaster Management, Environment, Climate Change and Communications (MEIDECC), in conjunction with SPC's effort to strengthen its in-country presence on its members. The PCREEE was launched at Nuku'alofa at the margins of the Third Meeting of the Pacific Ministers of Energy and Transport in April 2017 and became fully operational in August of the same year.

For the PCREEE, its activities and programmes are built around the 4 key outcomes below:

- Enhanced regional institutional capacities through the creation of the efficiently managed and financially sustainable Pacific Centre for Renewable Energy and Energy Efficiency (PCREEE)
- Strengthened capacities of local key institutions and stakeholder groups through the up-scaling and replication of certified training and applied research programs and mechanisms

- The awareness and knowledge base of local key institutions and stakeholder groups on RE&EE are strengthened
- Increased RE&EE business opportunities for local companies and industry through the development and implementation of regional investment promotion programs and tailored financial schemes

2. ASSIGNMENT OVERVIEW

As a Sustainable Energy Entrepreneurship Mentoring and Supporting Officer, you will support the Pacific Centre for Renewable Energy and Energy Efficiency in Tonga(PCREE) with their work to effectively manage and uptake of renewable energy in the Pacific especially in Tonga.

The focus of your role will be to facilitate and support PCREE Tonga in the delivery of skills to consumers to increase investment in renewable energy, improved access to modern, affordable and reliable energy services in PICTs(Pacific Island Countries and Territories).

Your role will greatly contribute in helping communities to gain a knowledge in sustaining renewable energy, conduct investment forums and relating activities and mentor staff. Ultimately you will make a big impact on the lives of Pacific islanders, especially those relying on this industry for their everyday living.

3. ASSIGNMENT OBJECTIVES

- Increased investments and entrepreneurship activities in the energy sector of the Pacific Island Countries and Territories.
- To ensure the **inclusion of all people** directly affected by the volunteer assignment in the course of your work with the partner organisation and host community, including implementing strategies that relate to:
 - a. promoting gender equality and empowering women,
 - b. disability inclusion, and
 - c. child safeguarding.

4. DUTIES AND RESPONSIBILITIES OF THE VOLUNTEER

In consultation with their line manager and relevant stakeholders, Australian volunteers complete a work plan in the first three (3) months of their assignment. The duties below are an indication of the type of work that may be involved in meeting the Assignment Objectives:

- Mentor staff and conduct training of trainers
- Conduct business and entrepreneurship training activities, workshops and meetings
- Review of policies and legislations relating to investment and entrepreneurship in the energy sector
- Conduct investment forums on sustainable energy

- Develop and/or maintain partnerships with local, regional and international organisations, local and national government, professional and peer networks.

5. SELECTION CRITERIA

Qualifications, Essential Skills & Experience

- At least a Bachelor's degree in business, or a related field
- At least 6 years of demonstrated technical delivery experience in an investment and business environment or a similar field.
- Demonstrated experience and success in working with various donors and development partners, the private sector, the academia and the media
- Proven history of successfully planning and coordinating training workshops and investment forums, consultancy studies, consultation and planning meetings as well as awareness activities.
- Proven years of working in the private and / or finance sector
- Demonstrated record of accomplishment in implementing value added projects in key sectors such as agriculture, fisheries, tourism, industry, etc.

6. ASSIGNMENT INFORMATION

Line Manager

Manager - PCREEE

Staff Supervision

n/a

Working Relationships

- Manager – PCREEE – for the overall administration and leadership at the PCREEE
- Programme Delivery Officer – for the overall delivery of the PCREEE's annual work plan and budget
- Knowledge Management Adviser – for visibility and data collection and analysis works
- Energy Policy and Planning Adviser – policy analysis and recommendations
- Energy Efficiency Officer – data and information on energy efficiency
- PacTVET In-country Coordinator – for training accreditation
- Pacific Islands Junior Professional – developing funding proposals, data collection and analysis
- Administration Assistant – all secretarial and financial matters

Hours & Days at the Partner Organisation

From 8.30 am to 4.30pm, Monday to Friday.

Leave Entitlements

2.5 days of leave per completed months of service.

Professional Indemnity Insurance

Professional indemnity insurance is required for all volunteers who are acting as a medical, allied health or legal professional whilst on assignment. On these assignments professional indemnity insurance must be provided by the partner organisation, Australian organisation (if applicable) or self-arranged by the volunteer as part of ongoing professional obligations.

For all other assignments, professional indemnity insurance is not automatically provided for Australian volunteers. You should consult your partner organisation about the need for professional indemnity insurance for your role prior to your departure. Where required and/or you consider it essential for you to hold this insurance, please discuss this with the Volunteer Services Manager in Melbourne prior to your departure.

This assignment is not deemed to require professional indemnity insurance.

Other Conditions

If required to work after hours, volunteer is entitled to time off in lieu because there is no overtime pay provisions.

Language Skills and Level Required

Low

Language Support

Language support is provided during the in-country orientation period. Most often, additional resources for further development later in the assignment will be available if required.

7. LIVING AS A VOLUNTEER

Nuku'alofa is on the north Coast of Tongatapu Island, the most populated region of Tonga. Nuku'alofa Harbour is the island's only deep-water harbour, which determined its selection as the site for the capital. Buses and taxis are readily available and it is also possible to walk around the capital due to its small size and flat landscape. While bicycles are the preferred mode of transport, there are also regular boat and air services available from Nuku'alofa to other islands. The temperature is generally warm, with a brief cool winter.

As the economic hub of the country, Nuku'alofa has a central business district and numerous marketplaces. Services such as banks, mobile reception, and internet are accessible. The island features monuments, tomb, limestone caves and blowholes. The Tongatapu group of islands is home to coral reef and tropical fish, creating opportunities for snorkelling, diving, fishing and whale watching.

There are a large amount of social activities for volunteers to become involved in within the community including gyms, sporting teams, quiz nights and regular catch ups with other Australian, New Zealand and American volunteers, and consultants visiting Tonga.

Cultural Tips

- The national language are Tongan and English
- Most Tongans are religious and attend church on a weekly basis
Many shops and services will not be available on Sundays
- Casual, modest clothing is usually acceptable in the workplace. Men may also like to consider wearing traditional tupenu and ta'ovala. For formal occasions, women may consider wearing a traditional kiekie

A normal hissing sound can be an informal greeting, while a more guttural hiss indicates displeasure. Eyebrow movement is a key part of non-verbal communication.

8. ALLOWANCES & SUPPORT

These allowance levels are based on the Cost of Living in the host country location. Allowances will be reviewed periodically and may increase or decrease. Volunteers will be given notice of any change to the allowance level.

Living Allowance

AUD \$1259 per month

Accommodation Allowance

AUD \$506 per month

Housing

Assistance with the identification of suitable, secure and affordable accommodation will be provided by the In-Country Management Team.

Other Allowances & Support

All Australian Volunteers program volunteers receive the following:

- Pre-departure Briefing in Melbourne
- In-country Orientation on arrival
- Pre-departure vaccination expenses
- Visa expenses
- Pastoral care, assignment monitoring and security guidance
- Return airfare to country of assignment
- Psychological and medical advice and support services
- Re-entry support services
- Settling in allowance (assignments longer than 6 months)
- Re-settlement allowance (assignments longer than 6 months)

9. PREPARING YOUR APPLICATION

As a part of your online application you will be required to answer the following questions through a video recording (if you are unable to submit through the online video due to accessibility please contact the Recruitment Coordinator).

Response to Selection Criteria

- a) Why do I feel that volunteering internationally is the right thing for me to be doing at this time in my life?
- b) What are the biggest personal adjustments I'm likely to have to make to be accepted as a useful colleague and engaged community member in this assignment?
- c) The Australian Volunteers Program is committed to ensuring the inclusion of all people directly affected by the volunteer assignment, such as the partner organisation and host community. What is your personal experience and/or understanding of social inclusion.
- d) How do I match the Qualifications, Essential Skills & Experience? Include your most relevant experiences, results and achievements responding to each of the selection criteria in Section 5.

Personal Circumstances Constraints

The Australian Volunteers Program recognizes and values the enhanced skills and expertise of returned volunteers as a result of their volunteering experience. The program is also designed to maximize international volunteering opportunities for all Australians. With this in mind, if a returned volunteer and a candidate who has not volunteered previously apply for the same role, preference will be given to the latter, providing they meet the personal and professional selection criteria for the role.

We are NOT able to accept applications from people with the following personal circumstances due to security, cultural, legal or visa restrictions in this location:

- Same sex partners who wish to accompany applicants as part of the program may face issues in applying for and being issued with a visa
- Applicants with a criminal record where a criminal conviction may be relevant to the inherent requirements of the assignment.

10. HOW TO APPLY

All applications must be submitted online through the Australian Volunteers Program website. If you haven't already done so, you will need to register on our website prior to applying.

The Australian Volunteers Program is committed to increasing Indigenous participation, and we actively encourage applications from Aboriginal and Torres Strait Islander people. If you would like more information or support with your application, you can contact our Indigenous Programs Coordinator on indigenous.programs@australianvolunteers.com.