

**POSITION DESCRIPTION**  
**ENERGY SECTOR SPECIALIST**

**BASIC FUNCTION OF THE POSITION**

The Energy Sector Specialist serves as the principal technical advisor to USAID/Ghana on all issues pertaining to economic policy reforms and in the areas of economic governance and agriculture development. The incumbent will provide critical economic and policy analysis of relevance to Ghanaian agriculture and the overall economy, e.g., the major sources of economic growth, poverty reduction programs, the Government of Ghana's agricultural sector strategy and medium-term investment plan, annual budget, and GoG policy actions and plans affecting agricultural/economic development (e.g., land tenure and property rights, tax, finance, investment, labour, public institutions, and regional integration) for senior Mission management.

In conducting his/her work the Energy Sector Specialist plans, develops, manages and implements new economic development and policy reform programs or initiatives, particularly in the energy and power sectors. The incumbent also manages energy/power development and policy reform activities on a day-to-day basis, including making decisions on activity implementation matters, identifying and resolving program issues, working with civil society and private sector groups on advocacy issues, directing media and public information campaigns, assuring that all activities are carried out in a technically sound and cost-effective manner and in accordance with all applicable Mission and Agency directives and requirements

**MAJOR DUTIES AND RESPONSIBILITIES**

**% OF TIME**

**1. Program Management**

**35%**

- A. Plan, develop, manage and implement new economic development and policy reform programs or initiatives, particularly in the energy/power sectors.
- B. Manage economic development and policy reform activities on a day-to-day basis, including making decisions on activity implementation matters, identifying and resolving program issues, working with civil society and private sector groups on advocacy issues, directing media and public information campaigns, assuring that all activities are carried out in a technically sound and cost-effective manner and in accordance with all applicable Mission and Agency directives and requirements. The incumbent will act as the Contracting or Assistance Officers Technical Representative (AOR/COR) for specific activities in the economic growth and food security portfolio. Prepare and manage statements of work and short term contracts for analysis and evaluations.
- C. The incumbent shall review reports submitted by implementing partners on all assigned projects (technical studies/progress reports), and comment on findings, report completeness, accuracy and recommended actions.

- D. Support the EGO team; ensure regular reporting on activities and track Performance Management Plan.
- E. Plan, implement, participate in, comment upon, or prepare Mission views on evaluations, assessments or audits of EGO activities.
- F. Carry out such other tasks related to Mission economic growth activities as might be assigned from time-to-time by Senior Mission Management or requested by USAID/WA.
- G. Manage Mission's support of GOG effort to strengthen its planning, management, monitoring and accountability systems; as such, represent along with the Mission staff in the donor working group in charge of coordinating donor efforts to support GOG medium term action plans to reform its budgetary and procurement systems and procedures.
- H. Facilitate the smooth operations of energy and power programs and to report on compliance with applicable rules and regulations.

## **2. Program Analysis and Monitoring**

**55%**

- A. Advise the Mission and partners on economic policy matters particularly pertaining to policy constraints hindering achievement of an enabling environment in the energy and power sectors.
- B. Identify and critically analyze assumptions on which the GOG policy reforms are based.
- C. Provide guidance on indicators for results reporting particularly with respect to policy environment for private sector development and advise on needed adjustments across the portfolio, and take the necessary action to ensure high level impact.
- D. Provide analysis and help prioritize pertinent energy and power policy topics for incorporation into the mission analytical agenda.
- E. Continuously gather information about, and keeping current on development pertaining to energy and power reform in Ghana and reporting such developments as required to management and staff.
- F. Conduct research to obtain both published and unpublished information on energy and power and other relevant information regarding GOG initiatives on private sector reforms in the sectors and prepare written analysis of the same. This requires close coordination and collaboration with GOG offices, the PFG/JCAP Coordinating and Technical Committees on energy and power, other donors and the private sector to identify data developed by these entities that has a bearing on this area of interest. In performing these duties, the incumbent shall interact

frequently with other Mission Officers in soliciting data and information from identified senior GOG officials.

- G. Work closely with the TCN Senior Energy Advisor to prepare analytical reports regarding energy and power reform in Ghana. The incumbent shall be called to analyze developments of a wide range of sectorial policy issues and advise the team on needed adjustments if any, and take the necessary action to ensure high level impact, and quality results reporting.

### **3. Strategy Development**

**10%**

- A. Conduct analysis, advice and recommend to senior Mission management and staff regarding the formulation of Mission development assistance strategy.
- B. Participate in the development of the strategic framework for the EGO, including delineating of the areas of concentration, organizational structures, administrative and implementation needs and the role of the private sector.
- C. Play a leading role in analysis and strategy development and participate in the development of Mission strategic plans, results analysis and resource requests and other strategic planning and reporting documentation.
- D. Determine what additional analysis, assessments or reviews are required for the development of energy and power activities; designs and oversee the implementation of such analysis or assessment; and follows up as necessary.

### **QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- A. Education:** MSc Degree in Petroleum, Civil Engineering, Electrical Engineering, Chemical/Process Engineering or Energy Technology is required.
- B. Prior Work Experience:** A minimum of 8 years of progressively responsible, direct, documented, professional experience in at least two (2) of the following major sub-sectors of energy and/or power: (1) planning, development, financing, and implementation of privately-owned power and infrastructure projects; (2) implementation of associated sector-specific enabling regulations and/or policies supporting these projects; (3) efficiently managed distribution and transmission companies; (4) development and operation of upstream /mid-stream energy supply and processing - preferably natural gas; (5) tariff-setting in energy and power according to global benchmarks and international 'best-practice'; or (6) formulation and implementation of effective stakeholder capacity development activities supporting the energy and power sectors.
- C. Language Proficiency:** Demonstrated fluency in both written and spoken English (Level IV) is required. Language proficiency will be tested

- D. Job Knowledge:** Demonstrated specialized knowledge of international and Ghanaian engineering international competitive procurement procedures for energy services. Specific duties will include drafting and tracking of internal financial approval documents, performance-monitoring plans, and the annual report to Congress. Other duties will include contracting, reporting and communication.
- E. Skills and Abilities:** Must have demonstrated the ability to establish and maintain an extensive range of collegial contacts with ministerial and high level officials of the Ghanaian Government, Engineers and Contractors syndicates in order to represent USAID policy and programs, and to interpret and communicate Ghanaian attitudes, priorities and concerns to senior USAID officials.