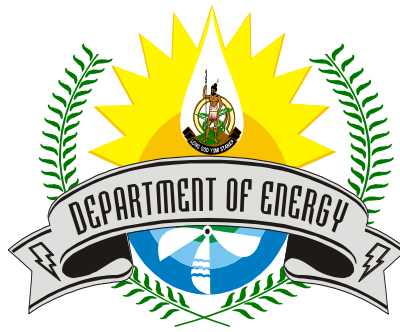


**DEPARTMENT OF  
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Our Ref 188/2016 – 218/2/AG/jt  
Notre Ref:

Date: 12<sup>th</sup>, August, 2016

## **Terms of Reference for the Pacific Appliances Labelling and Standards (PALS) Support Officer (PSO)**

### **1. Background**

The Department of Energy (DoE) in Vanuatu has been working with the Pacific Community (SPC) on the Pacific Appliance Labelling and Standards (PALS) Programme. It is a regional program funded by the Australian Department of Foreign Affairs and Trade (DFAT). The main aim of the programme is to mitigate the use of Fossil Fuels through Energy Efficiency. One of the main activities under the Programme is for the PICTs to adopt the Australian and New Zealand standards for refrigerators, freezers, air conditioners and lighting appliances. Appliance Labelling for refrigerators, freezers and air conditioners and lighting will be also mandatory. Some of the PALS activities in Pacific Island Countries (PICs) include; developing the respective energy efficiency legislations and policies to ensure that electrical appliances (refrigerators, fridges and lighting equipments to start with) meet a minimum energy performance standard, providing awareness to the general public on energy efficiency and minimum energy performance standards as well as providing capacity building to each PICs' energy or utility agencies.

Progress made to date on the PALS programme in Vanuatu has been satisfactory. The final draft legislation for the Vanuatu MEPSL has been completed and is currently under translation in preparation for the official approval in Parliament. The draft regulations have been developed including awareness materials and consultations with schools and the general public. Furthermore, the logistical forms required for the implementation of PALS has been completed and is ready to be launched as soon as the legislation is passed by parliament.

In addition to the PALS program, the DoE has other projects such as the Global Partnership Output-Based Aid (GPOBA), Vanuatu Rural Electrification Programme Phase I and Phase II that are being implemented. There are also other activities currently underway in grid areas of the concessions which DoE is heavily involved with and some mini-grids which are currently almost at commissioning stage. DoE is also heavily involved with the design of future energy programs. In doing all these, it is now obvious that human resource capacity is

fully exhausted and this is likely to compromise the performance of other programs such as PALS. PALS needs a dedicated officer to continue working on taking through the legislations and awareness to ensure that the expected results are achieved.

It is anticipated that the PSO position will be absorbed into the new structure once funding is confirmed from the Vanuatu Government.

DoE is therefore seeking to recruit a qualified and suitable Electrical Engineer to the PSO position. The details of the position are provided further in this document.

## **2. Objective**

The main objective of the PSO is to assist the PALS National Coordinator and the Department of Energy to:

- i. ensure that the Bill for the Energy Efficiency of Electrical Appliances and Lighting is considered and approved by Parliament;
- ii. raise awareness to the general public on the importance of Energy Efficiency and application of the Bill for the Energy Efficiency of Electrical Appliances and Lighting once it is approved by Parliament; and
- iii ensure the implementation of the Act for the Energy Efficiency of Electrical Appliances and Lighting once it is approved by Parliament

## **3. Scope of Work**

The scope of work for the PSO will include, but not necessarily limited to the following activities:

- i. Work in collaboration with the PALS National Coordinator in developing the PALS annual and quarterly workplan for Vanuatu;
- ii. Provide the day-to-day management and implementation of the PALS project activities;
- iii. Provide updates on the achievement of project objectives in accordance with the approved specific annual and quarterly work plans;
- iv. Maintain an effective coordination with key stakeholders including other Energy Efficiency related programmes and projects in the country;
- v. Coordinate and monitor the national activities described in the work plan and provide quarterly funding requests, financial and physical progress reports to DoE and PALS Regional Project Manager at the Pacific Community;
- vi. Be responsible for all project consultation meetings including the coordination of labeling and standards working group meetings;
- vii. Serve as the national representative to meetings required by the PALS project;
- viii. Assist in the management of all necessary nationally-managed contracts and consultancies under the project, including reviewing consultancy reports;

- ix. Assist the PALS National Coordinator with Energy Efficiency Divisional responsibilities, including; Projects, Awareness, Energy Audits, Enforcing the Wiring Standards and any other responsibilities delegated by the PALS National Coordinator;
- x. Assist with any other necessary tasks required by the PALS National Coordinator and the DoE Director.

#### **4. Reporting**

The PSO will be reporting directly to the PALS National Coordinator and will provide the following reports:

- Quarterly Financial and Progress Reports on the implementation of the PALS Program; and
- Provide monthly updated Reports to the DoE Management.

#### **5. Deliverables**

During the period of engagement with the DoE, the PSO is obliged to deliver the following outputs within the expected time frames provided below;

Deliverables	Duration/Timeline
i) Parliament endorsement of Energy Efficiency of Electrical Appliances and Lighting	November – December 2016
i) Detailed Reports on every awareness activities undertaken	September 2016 to November 2017
ii) Monthly Project Update Report	September 2016 to November 2017
iii) Quarterly Project Progress and Financial Reporting on PALS	October 2016 to October 2017
iv) Develop Energy Audit Programme	November 2016

#### **6. Duration**

The PSO will be working for a period of 15 months, commencing on August 2016.

#### **7. Remuneration**

The PSO shall be paid on the PSC salary scale of 4.5 which is equivalent to an annual basic salary of 1, 587, 600 VUV.

A 4% VNPF contribution shall be deducted from the PSO's basic salary

## **8. Qualification**

The individual selected is expected to cover a significant subset of the following capabilities and skills:

- Bachelor's Degree in Electrical Engineering (BE, BTech or equivalent), Majoring in Electrical.
- 3 years relevant experience in the energy sector or a related sector
- Be familiar or have knowledge and some experience working on AS:NZS 3000 Standards.
- Demonstrated ability to organize work, determine priorities and meet deadlines
- Experience in energy, energy efficiency and working on Renewable Energy Technologies
- Strong skills in public speaking and negotiations
- Experience in delivering awareness activities
- Ability to work independently without supervision as well as being part of team work.
- Good computer skills including MS Excel
- Language fluency and excellent writing ability in English is required. French and/or Bislama would be a plus.

Any interested candidate should complete the required PSC Forms from the Department of Energy, attach a copy of his/her Curriculum Vitae, a cover letter and submit to the address below: The closing date is 23<sup>rd</sup> September, 2016

**Antony Garae**  
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