

Scope of Services

Position:	Power Sector Reform Specialist
Division:	Project Delivery
Reports to:	Project Manager (PM) – Power Sector Technical Assistance (TA)
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Position Objective

The Power Sector Reform Specialist – under the supervision of PM – Power Sector Technical Assistance, is responsible for daily execution, monitoring, and supervision of a range of activities supporting Electricity Transmission Project's (ETP) Technical Assistance Activity related to establishing operations at Nepal Electricity Regulatory Commission (ERC) and helping Nepal Electricity Authority (NEA) to improve its transmission business in the areas of regulatory cost recovery, improved grid operations, and better system planning ensuring consistency with established work plans and implementation guidelines.

Duties and Responsibilities

Management

- Prepares, updates and monitors all relevant project management tools including but not limited to: work plans (schedules), procurement plans, detailed financial plans (budgets), risk management plans and scoping documents (activity descriptions, terms of reference, etc.);
- Ensures the delivery of effective technical assistance activities by securing and overseeing high-quality contractors through development of comprehensive scoping documents; preparing tender documents; conducting high-quality procurements; and implementing robust contract management procedures;
- Consolidates project statistics from multiple sources and review these for accuracy and compliance with established formats to support implementation, monitoring, and analytics;
- Advises Project Manager, Power Sector Technical Assistance, of issues related to the implementation of the project in order ensure the continuity of project delivery;
- Coordinate with consultants and NEA to implement activities such as Transmission Business Transformation, Asset Maintenance and Operations, System and Market Operations, Network Development Effective and System Planning in the field of core electrical engineering, and transmission line and substation related business.
- Monitors project budget, procurement activities, and contracts, ensuring that these are consistent with established MCA guidelines and that issues and discrepancies are resolved and reported. On quarterly basis, support preparation of disbursement request packages to ensure consistent flow of funding;
- Monitors project timelines and milestones, anticipate delivery issues, and ensure that staff and external stakeholders are kept informed of project status to support overall project management and delivery; and
- Maintains project documentation and Operations Manuals ensuring that these are current and reflecting lessons learned to support the improvement of projects/processes.

Implementation

- Executes and/or oversees a range of project implementation and support activities as defined by the project plan ensuring that these are delivered on a timely basis to support broader project initiatives and objectives, and ensure consistency of quality;
- Establishes and sustains relationships with critical stakeholders at ETP partners to facilitate implementation of the Technical Assistance Activity through delivery of effective technical assistance, stakeholder engagement and dialogue, and other requirements to advance ETP goals;
- Monitors implementation of activities and recommendations delivered under the ETP and identify options to address gaps in implementation or follow through on recommendations;
- Represents the Technical Assistance Activity team as an integrated component of the MCA-Nepal ETP to project stakeholders (e.g., with national/local government counterparts, civil society, project beneficiaries, etc.) ensuring that collaborative relationships are built and maintained to facilitate the delivery of the program;
- Coordinates with relevant MCA staff the effective gender and social inclusion into the development and implementation of the TA (transmission); and

- Develops and maintains an understanding of all ongoing activities linked to strengthening the power sector to include other technical assistance activities, institutional changes at ETP partners, sector investments, legal or regulatory changes, etc., as required to ensure the Technical Assistance Activity reflects current context

Position Requirements (*Education, Experience, Technical Competencies*)

- Minimum Bachelor's University degree in Economics, Business, Management, Engineering, or other relevant field of study; Advanced Degree is preferred. Project Management Professional certification (PMP) is a plus.
- At least five (5) years of professional experience of cumulative experience (notwithstanding whether earned before, after or during pursuit of required academic qualification) institutional reform and organizational development processes, particularly in public sector organizations.
- At least two (2) years of experience managing complex projects on time/on budget (>\$1 million) including procurement, implementation and closeout phases
- Fluency with written and oral communication in Nepali and English
- Intimate knowledge of, and experience with, Nepal's energy sector, preferably including an understanding of sector reform initiatives related to the regulatory framework.
- Intimate knowledge of the regulatory and institutional framework that impact the Sub-Activity as well as the potential role of the private sector in meeting the investment needs of electric utility operations.
- Willing to undertake regular field visits and interact with different stakeholders.
- Responsible and flexible attitude and capable of working with minimal supervision.
- Computer skills (MS office, MS Project, Management Information Systems).
- Have high integrity and exercise good judgement.

This Position Description is subject to revisions/updates as necessary to ensure alignment to the organization's strategic direction and structure. Revisions to the description are subject to applicable Human Resources policies and procedures, and official versions of each Position Description are maintained by Human Resources.