



Recruiting a Project Officer for the IPHE Secretariat

Objective: Project Officer for the IPHE Secretariat in place in 2024

Organization:

International Partnership for Hydrogen and Fuel Cells in the Economy (IPHE)

The IPHE is a government-to-government initiative with the mission to:

- Facilitate and accelerate the transition to clean and efficient energy and mobility systems using hydrogen and fuel cell technologies across applications and sectors; and,
- Inform broad stakeholder groups, including policymakers and the public, on the benefits and challenges to establishing widespread commercial hydrogen and fuel cell technologies in the economy.

Position Title:

Project Officer for the IPHE Secretariat.

The roll holder will be under the responsibility of the Executive Director.

Remuneration Package:

- The monthly Contract Fee up for negotiations and subject to annual contributions by member countries but expect range to be US\$6,000 – US\$7,000 / month (full time). It is a partial or full-time work open for negotiation and a renewable two-year contract;
- Additional expenses including administrative functions – Gmail Suite, Wix Website Provider, Zoom Communications, other, and Travel are covered.

Profile/Qualifications of the Project Officer

Role description:

The role holder will:

- Support the IPHE Working Groups and Task Forces (WGs/TFs) co-leads to deliver the expected outcomes, with guidance from the WGs/TFs co-leads;
- Oversee the preparations for meetings of the WGs/TFs; provide support for the development of reports, minutes, analyses and information items for these meetings and help the WGs/TFs explore opportunities for join-up;
- Monitor the content of other entities on the WGs/TFs topics.
- Update the Website and social media information;
- Work with the IPHE Secretariat by supporting IPHE's outreach to member and non-member countries.



Candidate profile:

This is a mid-technical level role. We are looking for a candidate who has experience with and is passionate about international climate action and who is able to credibly work with the whole landscape to further the delivery of the hydrogen priority actions.

We are looking for someone with the following skills and experience:

Education and Experience

- a minimum level of a Master's degree, PhD would be an added advantage, in relevant disciplines, such as technology, energy policy, science, engineering, or economics;
- At least three years' experience of analyzing technical issues relating to energy, and specifically to hydrogen and fuel cells would be desirable;
- Good understanding of the energy sector and of hydrogen and fuel cells, preferable in one or more sectors (power generation, transport, industry);
- Excellent level of computer literacy.

Key Competencies

- Proven drafting abilities as demonstrated in past work products (reports and/or published papers);
- Creativity, energy, and commitment. Strong sense of responsibility for the successful completion of assigned work.
- Proven record of accomplishment in producing high-quality publications that summarize technical information for a more general policy audience, as well as of communicating results to high-level audiences from different fields and backgrounds.

Communication and Languages

- Strong communication skills. A demonstrated ability to prepare reports quickly and clearly in written form on complex technical issues. Ability to organize and structure material and data clearly.
- Excellent knowledge of written and spoken English; working knowledge of other languages would be an advantage.

Deadline: 30 April 2024

Start expected not later than September 2024

Please send CV (max 2 pages) and covering letter addressing how you fit the candidate profile (max 1 page) to the following address: secretariat@iphe.net