



## Position Description

### *International Projects Manager*

### *Part Time Contract– 12 months*

The Alternative Technology Association (ATA) is a not for profit community organisation that promotes renewable energy, energy efficiency and water conservation. The organisation provides services to over 5500 members and promotes sustainability to the wider community through its magazines, research, policy and seminars.

The ATA *International Projects Group* was established in 2003 by a group of ATA members interested in assisting low income communities in South East Asia and the Pacific with technologies appropriate to their needs. The group was founded to:

- Promote and facilitate the uptake of sustainable/renewable and other appropriate technologies in developing countries
- Empower communities to make their own decisions on how to improve their quality of life.
- Provide the ATA members and staff with the opportunity to contribute their knowledge and skills to work on projects of assistance to communities in developing countries.

Since 2003 the ATA has conducted projects in every district of Timor Leste including installing solar power systems ranging from 5W - 1.6kW to power facilities such as community radio, administration centres, health clinics and schools. Smaller projects have occurred in Vanuatu and Australian indigenous communities. The ATA has a longstanding interest in training local solar power capacity and has delivered formal and informal training to a large number of technicians and system users across Timor.

The Timor-Leste Solar Power Training project is supported by AusAID and aims to improve capacity by implementing a standardised, national training program in solar power design, installation and maintenance. In its final stage the project will continue through to June 2010.

Since 2007 the International Projects Group has undertaken “Village Lighting Projects”. In a community development framework these projects provide solar powered lighting and other services to improve community well being. In 2010 over 400 households will be lit by this project. In subsequent years thousands of houses may become eligible.

The International Projects Group aims to consolidate and enlarge these programs in Timor Leste and other locations in the region.

<b>Position Name</b>	International Projects Manager
<b>Employment Basis</b>	Part time Contract
<b>Number of Hours per Week</b>	22.5 hours (3 days) with scope for expansion
<b>Remuneration</b>	ATA classification 5 - \$34,800 p.a.
<b>Reports to</b>	CEO
<b>Staff supervision</b>	Some Timorese staff supervision and contractor liaison

### ***Role Description***

The ATA is currently seeking a Project Manager to deliver a range of renewable energy projects. Projects in 2010/2011 include:

- Timor-Leste Solar Power Training Project
- Village Lighting Schemes
- Volunteer led solar power installations in clinics, workshops and orphanages
- Pilot program for Indigenous Community solar power installations

The successful applicant will work closely with the outgoing manager to ensure a smooth handover of programs and relationships. To support this transition the outgoing manager will work with the applicant in an advisory capacity for at least six months. Operating with considerable autonomy both in Australia and Timor Leste the successful applicant will liaise with a number of key stakeholders to help deliver these projects. The applicant will also develop future projects, programs and partnerships in line with IPG objectives.

This position will be based in Melbourne, Australia and will require overseas travel with approximately 4-8 weeks per annum spent in Timor-Leste.

### ***Specific Duties***

*Primary responsibilities include:*

- Expand the scope of Village Lighting Schemes
- Manage the Timor-Leste Solar Power Training in Project
- Research and develop new projects/programs involving alternative technologies eg: improved cooking stoves or new countries in the Pacific or SE Asia.
- Maintain existing partnerships and cultivate new ones, including working with volunteers, professionals, donors and other stakeholders
- Secure funding for future projects and the ongoing funding for the role
- Project management, documentation and reporting
- Other duties, as directed to ensure the success of the project.

### ***Required skills and qualifications***

- Ability to work with a variety of stakeholders in a challenging cross cultural environment: including: volunteers, consultants, NGO's, government departments and officials
- Excellent communication skills, including interpersonal and cross-cultural communication skills
- Excellent project management skills including planning, procurement, practical logistics, personnel and time management
- Experience successfully developing and submitting funding and grant proposals
- Report writing skills
- Good computer skills; Microsoft word, excel and email programs
- Preferable: Experience in a developing country environment, particularly Timor-Leste
- Preferable: Technical knowledge of solar power or renewable energy systems
- Preferable: Qualifications in International Development or Renewable Energy

### ***Applications close***

9am, Monday 6 September.

Please email or post an application consisting of your *cv* and a document addressing the required skills and qualifications. The position is available to be filled from October 2010

### ***For further information contact***

Visit the ATA website: [www.ata.org.au/ipg](http://www.ata.org.au/ipg) or contact:

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