



## **ROLE DESCRIPTION: Support of the CCREEE Project Preparation Facility (PPF) Work Programme**

**INTERNSHIP PERIOD: 11 months**

### **BACKGROUND**

The Caribbean Centre for Renewable Energy and Energy Efficiency (CCREEE) is a specialized institution of the Caribbean Community (CARICOM). Established in the framework of the Global Network of Regional Sustainable Energy Centres (GN-SEC), the CCREEE is the implementation hub for sustainable energy activities and projects within the CARICOM region.

The CCREEE, under the CARICOM Secretariat Energy Unit's Regional Energy Apprenticeship Programme (REAP), is pleased to recruit a qualified and motivated **Project Preparation Facility (PPF) Intern** to join its Integrated Resource and Resilience (IRRP) team.

The purpose of the REAP is to provide a framework through which recent graduates and university students from diverse academic backgrounds may be assigned to respective regional institutions in the sustainable energy sector to enhance their educational experience through practical work assignments. It allows the selected candidates to gain insight into the work of the institutions and provides assistance and training in professional fields that are either related to or can directly support the promotion and deployment of sustainable energy technologies and applications within CARICOM.

### **SUMMARY**

In this role, the Intern will participate in the review on PPF related documents, in particular various typologies and sustainability strategies and operating guidelines. The intern will also contribute to the development of a portfolio of seed projects for the validation of the PPF design and contribute to the design and review of cooperation agreements related to the PPF, among other duties.

### **DUTIES**

- Participate in the review and provide feedback on PPF related documents, in particular various typologies and sustainability strategies, operating guidelines, eligibility criteria, among others.
- Contribute to the development of a portfolio of seed projects for the validation of the PPF design
- Assist with communication to key stakeholders in the establishment of the PPF
- Assist in the preparation and delivering of presentations relating to the PPF
- Assist in the organisation and staging of the launch of the PPF in November 2020
- Contribute to the design and review of cooperation agreements related to the PPF
- Provide input to Public Relations and Marketing Strategy for the PPF
- Assist in executing public awareness activities related to the PPF
- Assist in the development and/or review of templates for the PPF related to, but not limited to:
  1. Gender responsiveness
  2. Environmental safeguards
  3. Project Evaluation and Monitoring

## REQUIRED SKILLS

- Qualifications/studies in civil, mechanical or environmental engineering with a focus on project management; or qualifications in project management. Knowledge of sustainable energy or climate change related fields will be an asset
- Proven knowledge, and/or experience in project development and project management
- Excellent writing skills command of the English language
- Excellent presentation skills
- Should be willing to take initiative
- Should be capable of working well in a team