

JOB ANNOUNCEMENT

Position Title: Program Director, Energy Technology and Governance Program

Location: Washington, DC

Category: International Development

Term: Full-Time Position

of Positions: One

Summary

The United States Energy Association (USEA) seeks a Program Director with knowledge of, and experience in, wholesale electricity markets in North America and/or Europe to direct program components of the United States Agency for International Development (USAID) and United States Energy Association (USEA) supported Energy Technology and Governance Program (ETAG). The ETAG Program assists countries in the Southeast Europe Energy Community and Black Sea region to: 1) ensure infrastructure adequacy by conducting transmission and distribution network studies; 2) improve the capacity to plan for new sources of natural gas and pipeline infrastructure investment in southeast Europe and the Eurasia region; 3) enhance the capacity of journalists to more accurately inform the public of energy sector policy, regulations and developments; 3) strengthen the capacity of Black Sea utilities to defend against cyber attacks and make networks more resilient; and 5) develop liquid wholesale and retail electricity and natural gas markets in southeast Europe and the Black Sea region (Ukraine, Moldova, Armenia and Georgia).

Position Description

The Director will report to the ETAG Program Senior Director and will supervise a Program Coordinator. The Director will be responsible for implementing two distinct, but complementary, ETAG Program components: 1) National Electricity Market Operators Working Group (NEMO) and; 2) Black Sea Regional Transmission System Planning Project (BSTP) Working Group.

This includes developing strategies, annual work plans and budgets for the working group meetings, studies, and training programs. The Director will be responsible for maintaining daily verbal and written communication with the USAID Agreement Officer's Representative (AOR) and USAID Mission Activity Managers funding activities under the ETAG Program. The Director will travel frequently to southeast Europe and the Black Sea region to conduct work plan assessments, attend meetings of the Working Groups and monitor progress of ongoing USAID funded studies. The Director will identify industry volunteers required to conduct USAID funded workshops, seminars and training courses and industry consultants required to conduct technical studies and analyses undertaken by the NEMO and BSTP working groups.

Essential Responsibilities

- Develops strategies, workplans and budgets for the NEMO and BSTP Working Groups in consultation with the Senior Director and the USAID AOR and Activity Managers
- Maintains a daily liaison with the USAID AOR and Activity Manager, such that the activities of the NEMO and BSTP Working Groups may be characterized as managed jointly by USAID and USEA
- Travels to southeast Europe and the Black Sea region to chair and/or direct working group meetings
- Supervises a Senior Program Coordinator and Program Coordinator responsible for developing program content for working group meetings, trainings, workshops, study tours, as well as technical studies and the logistical requirements for implementing them
- Identifies industry volunteers and consultants and develops scopes of work and budgets for consultants required to conduct technical studies in support of the activities of the NEMO and BSTP working groups
- Develops activity reports and quarterly reports in compliance with the ETAG Cooperative Agreement
- Coordinates with the Director of Communications to engage media on the accomplishments of the NEMO and BSTP Working Groups
- Organizes industry briefings in Washington, DC to disseminate information on the accomplishments of the NEMO and BSTP Working Groups
- Performs all other duties as assigned

Qualifications

The ideal candidate would possess:

- A minimum of 10 years' experience working within wholesale electricity markets in North America or Europe
- Experience working in developing countries in power sector reform, regulatory reform, market reform or power sector project transaction support
- Proven capacity to transfer lessons learned in mature wholesale electricity markets to nascent markets in southeast Europe and Eurasia
- A Bachelors of Arts or Bachelor of Science in Economics or a Bachelors of Science in Electrical Engineering
- Proven written and verbal communication skills
- U.S. Passport/Citizenship
- Travel up to 30 percent

How to Apply

Candidates who meet the position requirements should email with the subject line "Program Director Position":

1. Cover letter
2. Resume, and
3. Three professional references

in a single PDF file to “Hiring Manager” at careers@usea.org no later than **September 20, 2017** or until the position is filled.

A rolling interview process will be used. Interviews will commence the week of September 5, 2017.