



## Knowledge Management (KM) & Capacity Development (CD) Specialist

The **Caribbean Centre for Renewable Energy and Energy Efficiency (CCREEE)** is an institution of CARICOM with a mandate to promote Renewable Energy (RE) and Energy Efficiency (EE) investments, markets and industries in the Caribbean. CCREEE aims at improving access to modern, affordable and reliable energy services, energy security and the mitigation of negative externalities of the energy system by promoting RE and EE; supported by the CARICOM Energy Knowledge Hub (CEKH), hosted at the CCREEE, and designed to enhance, inter alia, the efficiency and effectiveness with which intelligence is created and shared among stakeholders.

**Working fulltime from the CCREEE office in Barbados and reporting directly to the Executive Director**, the KM&CD Specialist will participate as a team member in establishing the Centre and its strategic positioning regionally and internationally; in executing the first operational phase; and in designing and implementing the program and project portfolio of the Centre. Key responsibilities:

- planning and executing the CCREEE Regional Knowledge Management Strategy;
- supporting the further development and implementation of the CARICOM Energy Knowledge Hub (CEKH);
- planning and executing the RE&EE Training and Capacity Needs Assessment; developing and executing the Regional Capacity Development Strategy accordingly;
- establishing guidelines and procedures for internal KM; organizing the RE&EE library;
- providing technical and organizational inputs in annual work planning and status reporting; ensuring achievement of KM and CD objectives as defined in the CCREEE Business Plan;
- developing and executing flag-ship programs and projects in RE&EE KM, awareness creation and CD; ensuring effective resource mobilization, project cycle management and quality assurance;
- assisting CCREEE team in integrating KM and CD components in RE&EE programs and projects;
- initiating national and regional awareness raising and advocacy campaigns on RE&EE; developing and disseminating RE&EE KM products;
- designing and preparing training and CD materials and tools; and organizing tailored trainings for various target groups in cooperation with other CCREEE team members;
- representing CCREEE in various RE&EE fora to strengthen visibility and reputation of the Centre;
- fostering partnerships with organizations in the CARICOM region and internationally in respect of RE&EE knowledge sharing, capitalization of experiences and communities of practice;
- ensuring up to date knowledge and institutional capability in RE&EE; active participation in RE&EE policy dialogue and development in the Region and internationally.

### *Position Requirements:*

- Citizenship in a CARICOM Member State
- Postgraduate degree in communications, KM, CD or international relations, or other as deemed suitable by the CCREEE Administration and Human Resource Standing Committee
- Seven years' experience in communications, KM or CD
- Two years' international working experience or with an international organization
- Track record in campaigns, public relations and outreach; experience in RE, EE or Environment an advantage
- Experience in project cycle management
- Computer and internet proficiency including MS Word, Excel, PowerPoint and Access, email and financial/administrative systems; experience with CM systems for websites is desirable
- Flexibility to travel and adapt to various working environments
- Knowledge of data management and enterprise systems is an added value
- Outstanding communication, presentation, networking and journalistic writing in English; knowledge of Spanish and or French is an added value.

### *Applicants should submit the following:*

1. a cover letter outlining motivation and the relevance of experience and qualifications to the role;
2. a full résumé of personal (including citizenship), educational and employment details (in reverse chronological order); and
3. the names and contact information (telephone and email) for four professional referees. *In no instance will a referee be contacted without prior notice to and consent of the applicant.*

Please submit your confidential application by email, captioned "CCREEE Knowledge Management and Capacity Development Specialist" in the subject line, to: **LPD Hall & Associates at [info@lpdhall.com](mailto:info@lpdhall.com) by May 24th, 2019.**