

**Job Profile**  
**Long Term Energy Adviser**  
**Danish Energy Agency**  
**Energy Partnership Programme**  
**Vietnam**

**Reference number: DK-03473-2017/VIE.01-W**

(note: the deadline has been extended)

**1. Preliminary**

1.1 Short background:

A long term adviser is required to support the implementation of the Danish Energy Agency Energy Partnership Programme in Vietnam and to provide technical assistance to Vietnam's Ministry of Industry and Trade (MOIT). The adviser will be a full time international senior adviser employed by the Danish Ministry of Foreign Affairs and based in an office provided by MOIT. The senior adviser will work in close cooperation with staff members of MOIT, the Danish Energy Agency and the Danish Embassy in Hanoi. S/he will refer and report to the Programme Director in MOIT.

1.2 Purpose of this Job Profile:

This Job Profile describes the main tasks involved in the position and the qualifications required from candidates to the job.

1.3 Expected composition of the selection committee

Applicants for the position will be selected for interview by the Danish Ministry of Energy, Utilities and Climate, the Danish Energy Agency, the Danish Ministry of Foreign Affairs and the Danish Embassy in Vietnam following consultation with MOIT, who will also be represented at the job interview. Mercuri Urval will participate in the process of appointment by conducting personality tests and test interviews with the selected candidates, as well as taking part in the final interview. The final interview panel consists of: representatives from Ministry of Energy, Utilities and Climate and Danish Energy Agency, representative from the Danish Ministry of Foreign Affairs and the Danish Embassy in Vietnam, a representative from MOIT and the consultant from Mercuri Urval A/S in charge of the recruitment process.

**2. The programme**

2.1 The programme in short:

Since 2012, the Danish Climate Envelope, through the Ministry of Energy, Utilities and Climate (MEUC), has financed energy and climate related programs in Mexico (DKK 45 million), Vietnam (DKK 65 million) and South Africa (DKK 40 million). In addition, the Danish Energy Agency (DEA) has provided technical assistance (DKK 40 million) to these three countries and China. The current cooperation with China, Mexico, South Africa and Vietnam comes to an end by June 2017, but to continue the successful elements of the current programmes, a new 3 year Danish Partnership Programme has been developed

and will be implemented in the same four countries medio 2017 - medio 2020, and financed with DKK 115 million through the Danish government's Climate Envelope. The programme in Vietnam has been allocated a total of DKK 21,6 million.

The Energy Partnership Programme will be implemented through an integrated government-to-government cooperation approach, designed to provide mainly technical assistance in a peer-to-peer manner. In Vietnam, the Programme addresses three development engagements 1) Capacity Development for long-range energy sector planning; 2) Capacity Development for Renewable Energy Integration into the Power System and 3) Low carbon development in the industrial sector. The immediate objectives of these three development engagement are: 1) To improve cost-optimised policy and planning capabilities in the General Directorate of Energy and other institutions involved in energy system planning and to model different scenarios for energy system development; 2) To support integration of intermittent renewable energy into Viet Nam's power system by improving e.g. capabilities in short-term forecasting with relevant stakeholders; and 3) To support the adoption of cost-effective opportunities for low carbon transition in the industry sector through implementation of an improved regulatory framework.

## 2.2 Requirements and expectations from the relevant parties

The objective of the senior adviser will be to assist MOIT with the implementation of the core areas of interventions of the programme primarily development engagement 1 and to document and communicate results of the entire programme.

## 3. The position

### 3.1 Title:

Senior Adviser (N1)

### 3.2 Place of service:

Hanoi, Vietnam, Office location under the MOIT

### 3.3 Terms of employment:

Contract period: From agreed commencement till end of programme by June 30, 2020. Attractive salary based on qualifications and on family status. Contribution to a pension scheme, health insurance and reimbursement of school fees. House rental package will be given through salary. Grant for relocation. Basic language training to be offered at the duty station For more details please refer to Danida's *Staff Regulations - Advisers on Long-term Assignments* (<http://amg.um.dk/en/Technical-guidelines/technical-assistance/>).

### 3.4 Area of responsibility/tasks

The main responsibility of the adviser will be to serve 1) as an expert on building capacity within energy planning under the capacity development for long-range energy sector planning, 2) and as technical adviser in other programme activities within the Energy Partnership Programme between Vietnam and Denmark.

As lead adviser to the capacity development for long-range energy sector planning, the senior adviser is expected to:

- Contribute to capacity development with regards to on data collection including establishment of a framework for continued updating of the data needed for modelling, and to QA data collected.

- Contribute to capacity development with regards to disaggregation of energy demand by sectors and end users and project the demand at disaggregated level.
- Contribute to capacity development with regards to development of relevant policy scenarios and subsequent modelling as well as the interpretation of modelling results, and provide specific inputs to the Energy Outlook Report(s) and provision of quality assurance.
- Contribute to capacity development with regards to operation of relevant models for energy sector analysis such as e.g. Balmorel and LEAP and analysis results.
- Support consultation process with stakeholders including civil society in close cooperation with MOIT.
- Contribute to capacity development on a demand responsive basis in relevant areas and in close coordination with MOIT.
- Support drafting ToRs for technical assistance and other inputs.

As adviser for the entire program the senior adviser is expected to:

- Keep updated on energy sector development and establish a personal network with development partners, civil society organisations and private sector.
- Provide input to policy dialogues relevant for the partners and the entire Energy Partnership Programme as requested. Inputs may include the preparation of policy briefs or background notes as required.
- Provide advice on overall policy and programme-wide strategic issues based on Danish and international experience from low-carbon energy transitions.
- Support drafting ToRs for technical assistance and other inputs.
- Follow up on progress in programme activities.
- Identify needs and facilitate delegation visits to Denmark.
- Advise implementing partners on - and actively participate in - dissemination of results and inclusive stakeholder consultation processes of outputs generated by the programme.
- In close cooperation with the MOIT, DEA and the EDK, ensure that activities are well coordinated with other development partners.
- Actively explore possibilities for the engagement of Danish private sector actors engagement in the programme activity.
- Actively explore synergies between the bilateral Partnership Programme and multilateral fora, where Denmark is active.

### 3.5 Success criteria

- Successfully capacitate MOIT in best practices within long-range energy sector modelling and planning and communicate results as concrete policy inputs.
- Successfully ensure that MOIT continue to use long-range energy modelling in policy development after the end of the Partnership Programme.
- Provided strategic policy and technical advice of high quality and relevance in areas that the bilateral partnership programme is active.
- Expedient delivery of technical inputs required for the completion of programme activities.
- High quality input on identification and recruitment of appropriate international and national consultants.
- Successfully coordinate with the Danish Embassy in Vietnam, Vietnamese partners and stakeholders, and DEA.
- Successfully document and communicate results based on assessments of impact of programme activities.

- Successfully engage proactively with a wide range of actors across government, business and organizational sectors to ensure ownership, legitimacy and effectiveness of programme activities.

#### **4. Demand profile/Qualifications**

##### 4.1 Requirements and expectations concerning the formal qualifications of the candidate

- A master level degree of corresponding qualifications in energy/environmental management, engineering, economics, political science and/or subjects relevant to energy policy, planning, renewable energy and energy efficiency.
- Extensive experience in working with energy sector planning and/or modelling, including experience in operating relevant models for energy sector analysis such as Balmorel, LEAP or similar modelling tools/approaches as well as analysing and communicating results in writing.
- Experience from Asia in relation to the energy sector, specific experience from Vietnam will be an advantage.
- Project management and coordination experience and experience from delivery of technical assistance, exchange visits and technical secondments.
- Solid knowledge and experience with Danish energy policy and the Danish energy sector.
- Experience of working with Danida.
- Knowledge of the Danish energy technology providers an advantage.
- Fluency in English, written and spoken, fluency in Danish is an advantage.
- Good written and verbal communication skills.

##### 4.2 Requirements and expectations concerning the personal qualifications of the candidate:

- Openness towards and capacity to work in a different cultural setting.
- Inter-personal skills with a high level of initiative and diplomacy.
- Ability to work as part of an interdisciplinary team with relations to different ministries and stakeholders including civil society.
- Proactive and flexible attitude, adaptability, social sensitivity, with respect for other cultures.
- Capacity to manage and facilitate working processes involving parties at different levels.

#### **5. Recruitment Procedure**

##### 5.1 How do you apply

Information about the mandatory application procedure can be found at [www.danidajob.um.dk](http://www.danidajob.um.dk)

5.2 Deadline for application: 7 August 2017 at 12.00 noon (CEST) (the deadline has been extended from 15 June 2017 due to the scheduled process conflicting with summer holidays for the involved partners in both Vietnam and Denmark)

5.3 Preliminary interviews and personal evaluation: 22-23 August 2017. Mercuri Urval will conduct a personal evaluation of selected candidates.

- 5.4 Language test: The Ministry of Foreign Affairs has decided that all candidates called in for interview – except those to whom the relevant language is mother tongue – shall be language tested in Denmark in the working language of the duty station (English).
- 5.5 Presentation to the appointment committee: 24 August 2017
- 5.6 Decision: A decision is expected shortly after 24 August 2017
- 5.7 Expected commencement: As soon as possible
- 5.8 The position is subject to final approval of the programme, which is expected in June 2017.