



## JOB VACANCY ENERGY FOR ALL PARTNERSHIP – Communications Expert

As part of The Foundation for Development Cooperation's proposal to the Asian Development Bank to manage the secretariat for the Energy for All Partnership (E4ALL), FDC is now seeking applications for a Communications Expert to join the proposed team. The objective of E4ALL is to scale up access to energy for the poor in Asia and the Pacific. E4ALL is being supported by the Asian Development Bank. E4ALL will serve as a platform to stimulate cooperation, share ideas and information, advocate new approaches and methodologies, mainstream appropriate financing mechanisms, and, most importantly, help drive the implementation of scalable, replicable, and financially sustainable access to energy projects. The partnership has set a target of providing access to modern energy services for 100 million people in the region by 2015. More information about the establishment of E4ALL is available at: <http://www.fdc.org.au/energy-initiative.html>.

The organizational structure of E4ALL consists of a steering committee, working groups and a secretariat. The small secretariat supports the steering committee and working groups through engagement with relevant partners, sponsors, project developers and other constituents to achieve the program of activities.

The E4ALL secretariat manages the day-to-day operations and outreach of the partnership and provides administrative, logistical and technical support to the steering committee and working groups. The secretariat also maintains the E4ALL network of partners and works to further develop E4ALL as a mobilizing force with strong roles for the private sector, public agencies, financial institutions and NGOs.

The E4ALL Communications Expert will assist the secretariat's E4ALL implementation, and will report to the Partnership Coordinator. This is a unique and cutting-edge opportunity for the right candidate. This position will help ensure meaningful and sustainable contributions to international development and to help scale-up access to energy and know-how in ways that will achieve strong "additionality" on international development landscape.

The primary responsibilities of the E4ALL secretariat are to ensure E4ALL's successful:

- Operationalisation of the E4ALL [Establishment Plan](#)
- Preparation of Logical Framework to for one-, three- and five-year time-frames.
- Initiation and management of Working Groups
- Coordination of all E4ALL operational activities
- Provision of strategic advice to the Steering Committee and Working Groups
- Management of E4ALL events and meetings
- Promotion and branding of the E4ALL Partnership
- Capture of data relevant to E4ALL activities for independent and ADB impact assessment
- Coordination with and responsiveness to ADB supporting activities
- Administration and financial management functions

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Specific duties for this position include:

- (i) Establish effective communication arrangements, including via the internet, publications, promotional material and a newsletter, and disseminate to E4ALL partners.
- (ii) Provide input to ADB on designing and establishing the E4ALL website, which will serve as an information clearing-house on access to energy in Asia and the Pacific and will facilitate the exchange of knowledge among practitioners through collaborative IT tools.
- (iii) Provide content to ADB for E4ALL website
- (iv) Provide inputs and content to ADB for E4ALL newsletters
- (v) Identify existing regional case studies and/or produce new case studies for dissemination to partners and on website
- (vi) Ensure the delivery of information and communications to the community-level
- (vii) Prepare briefing notes
- (viii) Draft sections of E4ALL annual report
- (ix) Provide inputs on selected E4ALL events, and provide assistance to ADB the E4ALL launch and access to energy sessions at ADB's Asia Clean Energy Forum
- (x) Conduct outreach and liaise with stakeholders

Specific Requirements

The successful candidate will require experience in event management. Experience in some or all of the following is essential:

- Knowledge of logistical and management requirements of events, both large and small.
- Ability to manage and coordinate events, locally or overseas.
- Ability to communicate effectively with partners and other organisations.
- Ability to function as part of an internationally based team.
- Knowledge and understanding of web page functionalities and maintenance.

Generic Requirements

Applicants should also meet the following requirements:

1. Demonstrated broad knowledge and practical experience of event management.
2. Around 3 years of relevant work experience in relevant occupations.
3. Tertiary qualifications in a relevant discipline.
4. Strong analytical, research and writing skills in English.
5. Strong interpersonal skills in a multicultural environment, demonstrated ability to work in a team environment, good oral communication and the ability to represent FDC's interests at a range of levels.
6. Sound organisational skills, including the ability to initiate, manage, budget and execute projects.
7. Able to undertake frequent international travel.
8. Must hold legal rights to work in Singapore.

FDC is an independent, not-for-profit international development organisation. Established in Brisbane, Australia, in 1990, the mandate of FDC calls for it to conduct policy-oriented research, foster public awareness,



mobilise broader Australian and overseas development cooperation, and support non-governmental development efforts. Through partnerships and alliances, FDC undertakes a range of initiatives which seek to improve the lives of poor people in developing countries, foster innovative approaches to development, and connect policy work to self-help efforts at the grass roots level. FDC's work includes economic development and assessment, policy analysis, grass-roots community-based initiatives, strategic research, partnerships and leverage, advocacy, consulting and advisory services, project design and implementation, secretariat and network management, and training and capacity building. FDC's headquarters is in Brisbane, Australia. FDC has an Asia regional office in Singapore and a Pacific regional office in Fiji. Additional information about FDC and its programs is available at [www.fdc.org.au](http://www.fdc.org.au).

Employment will be on a contract basis, and the level of remuneration and other conditions will be competitive in the context of the non-profit sector in Australia. Secondment arrangements may be considered for outstanding candidates who may wish to remain affiliated with their existing organisation. Flexible working arrangements may be considered for the right candidate. The position is subject to a satisfactory probationary period and will be based in Singapore.

No telephone enquires please. Applications addressing the selection criteria, and including a CV and the names and contact details of three referees should be emailed to Shawn Hunter: [shawnhunter@fdc.org.au](mailto:shawnhunter@fdc.org.au) before 23 May 2009. Applications will be treated in the strictest confidence.

Craig Wilson  
Executive Director  
The Foundation for Development Cooperation  
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