



Post Title: Technical Chief of Staff (Project Preparation and Data Development)

Reports to: Executive Director

Supervises: Staff of the Internal Programmes

Duty Station: Barbados

Travel Required: Yes

Position Type: Full-time, two (2) years with the possibility of extension based on performance

Position Grade: Management

Eligibility Criteria: National of a CARICOM Member State.

BACKGROUND DESCRIPTION

The Caribbean Centre for Renewable Energy and Energy Efficiency (CCREEE) is a regional multi-lateral development organisation agreed upon by the Heads of the Government of the Caribbean Community (CARICOM) at its Thirty-Sixth Conference and becoming operational in 2018 under its Inter-Governmental Agreement to foster regional collaboration and promote renewable energy and energy efficiency development, investments, markets and industries in the Caribbean with its vision being to “transform the energy landscape of the Caribbean into a sustainable, affordable and climate resilient sector; focused on improving lives of our people”

CCREEE operates as the regional hub for sustainable energy activities. It seeks to address energy security, improve access to modern energy services, and promote climate change mitigation and adaptation. CCREEE works closely with the Energy Programme of the CARICOM Secretariat as well as a wider network of regional sustainable energy Centres for Small Island Developing States (SIDS) in Africa, the Caribbean, the Indian Ocean and the Pacific.

CCREEE's mission encompasses a broad range of objectives aimed at transforming the Caribbean's energy landscape. These include the promotion of energy efficiency, the integration of renewable energy technologies, and the facilitation of investment in sustainable energy projects across priority sectors. The Centre works to create an enabling environment for sustainable energy development through capacity building, knowledge sharing, energy sector planning, and policy advocacy. It also provides technical assistance and supports the development of projects that contribute to climate change mitigation and adaptation.

CCREEE engages with various stakeholders, including governments, private sector entities, and regional and international organizations, to drive the transition towards sustainable energy in the Caribbean. By focusing on innovative solutions and regional cooperation, the Centre plays a crucial role in improving access to modern energy services, reducing greenhouse gas emissions, and enhancing the overall resilience of Caribbean communities to the impacts of climate change. In this context, CCREEE is seeking to fill the post of **Technical Chief of Staff (TCoS) Project Preparation and Data Development** to join a diverse and dynamic team.

FUNCTIONS AND DELIVERABLES

Under the direct supervision of the Executive Director, the Technical Chief of Staff (TCOS) Project Preparation and Data Development will provide strategic and technical leadership to CCREEE's Core Internal Programme Portfolio, ensuring the effective execution of strategic priorities ensuring that the Centre delivers measurable regional impact and sustains its role as the Caribbean's premier energy institution. The TCOS will coordinate across all programmatic pillars, facilitate cross-functional collaboration, and ensure that technical work is aligned with the Centre's strategic priorities.

The TCOS will play a critical leadership role in driving the implementation of CCREEE's core programmes, with a particular focus on the Caribbean Energy Knowledge Hub (CEKH) and Energy Report Cards (ERC), which together strengthen CCREEE's role as the region's trusted energy data and knowledge platform, and Project Preparation and Integrated Resource and Resilience Plans (IRRP), which requires strong technical oversight and input to operationalise roadmaps, pipelines and move projects from concept to bankability and investment readiness. The TCOS will also provide strategic and technical guidance to the other programmatic pillars Education & Learning (C-i-SEE) and Regional Energy Assessment help Desk (REaHD) ensuring cohesion and complementarity across all initiatives.

A core element of the role will be to spearhead resource mobilisation efforts, working closely with the Executive Director to design innovative financing approaches, prepare proposals for development partners, and position CCREEE as a conduit for channelling international capital into regional sustainable energy projects. Beyond programme leadership, the TCOS will lead capacity-building and training initiatives for internal staff and external stakeholders, provide technical support to governance processes including the preparation of Board materials and compliance reporting, and act as a strategic advisor and operational lead to the Executive Director.

The TCOS is expected to champion a collaborative, high-performing culture across the organisation, fostering accountability, innovation, and regional ownership of CCREEE's mission. The role will also provide strategic leadership in the planning and delivery of flagship regional events such as the Caribbean Sustainable Energy Forum (CSEF) and CARICOM Energy Month, while ensuring CCREEE's visibility and active participation in major regional and international fora. By logistically leading these engagements, the TCOS will strengthen CCREEE's voice in regional dialogue, enhance its influence in global climate and energy negotiations, and secure opportunities for partnerships and resource mobilisation. Through these functions, the TCOS will directly strengthen CCREEE's operational backbone, accelerate project pipelines, mobilise resources, and enable the Centre to deliver transformative impact across the Caribbean.

DUTIES AND RESPONSIBILITIES

The Technical Chief of Staff (TCOS) will serve as a senior technical leader of the Centre, responsible for ensuring the effective design, coordination, and delivery of CCREEE's core programme portfolio.

The TCOS is expected to deliver these responsibilities with a focus on strategic alignment, operational excellence, and measurable regional impact, thereby advancing CCREEE's mission of a sustainable energy future for the Caribbean. Working closely with the Executive Director, the TCOS will translate institutional strategy into actionable programmes and initiatives that serve both CCREEE's internal mandate and the needs of its Member States.

Key responsibilities include:

- **Programme Leadership:** Oversee and guide the implementation of CCREEE's core programmes, with emphasis on the Caribbean Energy Knowledge Hub (CEKH), Energy Report Cards (ERC), and Project Preparation. Provide technical and strategic direction to the Education & Learning (C-i-SEE), Integrated Resource and Resilience Plans (IRRP) and Capacity Building (REaHD), pillars to ensure coherence, complementarity, and alignment with regional priorities.
- **Project Preparation (PP):** Lead the operationalisation and management of the PP, including development of methodologies, technical criteria, and innovative investment pipelines. Ensure that project concepts both those initiated by CCREEE and those emerging from Member States are developed to bankable, finance-ready stages. Actively engage with MDB's, IDB, Vertical Funds, and Private Sector to attract financing while positioning the PP as a trusted regional mechanism for accelerating sustainable energy investments.
- **Resource Mobilisation:** Design innovative projects and programmes in collaboration with the Executive Director, prepare proposals for development partners, and position CCREEE as a trusted regional platform for implementing sustainable energy investments. Lead efforts to explore and secure institutional accreditation with major climate finance entities such as the Green Climate Fund (GCF), Global Environment Facility (GEF), and Adaptation Fund, establishing CCREEE as a focal point for accessing and managing climate finance resources for the Caribbean.
- **Institutional Strengthening:** Support governance processes by preparing Board meeting materials, compliance reports, and strategic briefs reflecting the core internal work programmes. Establish technical standards, monitoring frameworks, and reporting systems to ensure accountability and performance across programmes.
- **Capacity Building and Knowledge Transfer:** Lead initiatives to enhance the technical capacity of CCREEE staff, national stakeholders, and regional partners. Drive knowledge-sharing platforms, training, and peer-learning activities to embed sustainable practices across the region.
- **Advisory Role:** Act as a strategic advisor to the Executive Director, supporting decision-making, partnership-building, and high-level representation.

A. Strategic Programme Leadership

- The TCOS will provide effective, timely, and evidence-based advice to the Executive Director, offering insights and recommendations on organisational strategy and decision-making.
- Providing direct oversight and coordination of CCREEE's core programmatic pillars to ensure coherence, synergy, and alignment with regional priorities.

- Acting as the technical liaison between the CARICOM Secretariat Energy Unit and CCREEE, ensuring seamless collaboration and complementarity of mandates.
- Developing and leading initiatives to strengthen capacity both internally (enhancing the skills and competitiveness of CCREEE's staff and organisational processes) and externally (supporting Member States, academic institutions, youth, vulnerable groups, and regional partners).
- Anticipating emerging trends in sustainable energy, climate finance, and innovation, and ensuring CCREEE remains forward-looking and adaptive.

B. Core Programmatic and Operational Management

The TCOS will support the internal management of CCREEE to ensure efficiency, accountability, and alignment with strategic goals by:

- Coordinating and streamlining internal processes for programmes for which responsible to create complementarity.
- Leading the preparation of reports, presentations, and updates for internal and external stakeholders, including the CCREEE Executive Board, CARICOM Secretariat, and development partners.
- Ensuring compliance with organisational policies, donor requirements, and national/regional regulations related to CCREEE's programmes.
- Contributing to the revision of strategic plans, budgets, procurement plans, performance indicators, and organisational charts.
- Working with project and operations teams to develop Annual Work Plans (AWPs), monitoring frameworks, and project implementation plans consistent with partner agreements and CCREEE standards.
- Ensuring timely submission of project reports (quarterly, annual, final) and ad-hoc documents, meeting donor and institutional requirements.
- Promoting efficient and cost-effective use of resources.

C. Project Management

- Focus efforts on the effective leading, planning, execution, and monitoring of CCREEE's core strategic programs:
 - Drive knowledge-sharing and data management initiatives to support the region's energy transformation.
 - Lead project development and pipeline creation for renewable energy and energy efficiency projects in the Caribbean.
 - Lead the planning and delivery of the Caricom Sustainable Energy Forum (CSEF) and Caricom Energy Month (CEM) in close collaboration with the Energy Unit of the CARICOM Secretariat
 - Lead logistically CCREEE's active participation and strategic representation at key regional and international platforms.

- Provide analysis and research of information on partners and donors, prepare substantive briefs on possible areas of cooperation, identify opportunities, and actively contribute to the overall agency effort in resource mobilization.
- Work closely with the Executive Director and lead the development and management of targeted donor-specific fund-raising strategies, project concepts and proposals under PP.
- Lead the project development process during the project preparation phase, ensuring that project concepts and proposals are effectively developed in alignment with donor requirements. This includes managing timelines, meeting targets, coordinating inputs, and ensuring timely submission of high-quality project documents for funding consideration.

D. Capacity Building and Knowledge Transfer

The TCOS will lead initiatives to strengthen technical capacity within CCREEE and across the Caribbean region by:

- Designing and implementing staff training programmes that build skills, enhance competitiveness, and improve organisational responsiveness to evolving energy and climate challenges.
- Conducting regular skills assessments and capacity audits to identify organisational and regional gaps, and developing targeted interventions to address them.
- Coordinating with partners, academic institutions, regional organisations, and international experts to design and deliver training, workshops, and peer-learning initiatives tailored for Member States, governments, and other stakeholders.
- Embedding a culture of continuous learning and innovation by promoting knowledge-sharing platforms, South–South cooperation, and cross-functional collaboration.
- Monitoring and evaluating the effectiveness of capacity-building initiatives to ensure measurable outcomes, and refining approaches based on evidence and feedback.

E. Fostering Organisational Culture

The TCOS will:

- Foster a productive, inclusive, and collaborative organisational culture that promotes innovation, teamwork, and accountability at all levels.
- Encourage staff well-being, diversity, professional growth, and open communication to build trust and cohesion within the organisation.
- Implement initiatives to strengthen staff morale, motivation, and performance, ensuring that the team remains aligned with CCREEE's strategic values and mission.
- Serve as a role model for integrity, transparency, and results-oriented leadership, reinforcing CCREEE's reputation as a trusted regional institution.

F. Crisis and Risk Management

The TCOS will play a proactive role in ensuring the resilience and stability of the organisation by:

- Identifying potential risks to CCREEE's operations, programmes, and partnerships, and developing robust mitigation strategies.

- Establishing early warning systems and contingency measures to minimise disruptions to the Centre's work.
- Acting as a key technical and strategic resource in crisis situations, ensuring swift, coordinated, and effective resolution.
- Contributing to institutional risk management frameworks that safeguard CCREEE's credibility, financial sustainability, and programme delivery.

G. Other Duties

Perform any other duties within the functional profile of the office, as assigned and deemed necessary for the efficient functioning of the Centre.

Required Competencies

	Core Competency	Description
1	Integrity	Exhibit ethical leadership and transparency in all operations and communications.
2	Professionalism	Maintain a high standard of work output, demonstrating expertise, reliability and responsiveness in all professional interactions and responsibilities.
3	Results Orientation	Commitment to delivering measurable, bankable, and impactful outcomes
4	Leadership	Ability to inspire and coordinate technical teams across multiple programmes.
5	Collaboration	Work effectively with diverse groups and stakeholders, promoting cooperation to achieve shared goals.
6	Technical Expertise	Strong grounding in renewable energy, project preparation, and climate finance.
7	Strategic Thinking:	Ability to connect technical work with institutional strategy and regional development objectives.
8	Team Building	Foster a collaborative and cohesive work environment by encouraging teamwork and supporting capacity development.

Expected Results/Deliverables

- Effective coordination and integration of CCREEE's five programmatic pillars.
- A fully operational Project Preparation mechanism with a transparent pipeline of projects.
- New resource mobilisation mechanisms designed and funding secured for CCREEE's operations and programmes.
- Strengthened institutional performance and improved donor/stakeholder confidence in CCREEE.
- Measurable regional impact in line with CCREEE's mandate and strategic plan.

Qualifications, Skills, and Experience

1. A Master's degree (preferred) or a Bachelor's degree in Business Administration, Renewable Energy Technology or Management, Climate Finance, Sustainable Development, Natural Resource Management, Climate Change or a related field
2. At least 5 years of progressively responsible experience working in sustainable energy, renewable energy, or climate finance sector, including in developing countries or Caribbean Small Island Developing States (SIDS).
3. At least 5 years of demonstrated expertise in project preparation and development, including feasibility studies, financial structuring, and moving projects to bankability.
4. Proven track record in resource mobilisation, including the design of innovative funding proposals and successful engagement with development partners, MDBs, and climate funds like the GEF and/or GCF.
5. Strong background in regional or international programme management, with demonstrated results in overseeing complex, multi-stakeholder initiatives.
6. Experience in knowledge management, data governance, and policy support relevant to energy transition would be a distinct advantage.
7. Familiarity with CARICOM institutions, International Development Organizations, regional integration processes, and energy sector dynamics in the Caribbean would be highly desirable.
8. Demonstrated familiarity with the Caribbean Energy and Development Sectors.
9. Sensitivity to issues related to gender, just transition, poverty, climate change and sustainable development.
10. High level of proficiency in English; Knowledge of Spanish is an asset but not a requirement

Languages

- Fluency in English (written and spoken) is required.
- Working knowledge of another CARICOM official language (French, Spanish, or Dutch) would be an asset but not required.

General Requirements

1. Flexibility in work hours.
2. Ability to manage relationships with Member States, development partners and stakeholders.
3. Ability to work independently and under pressure in a multicultural environment.
4. Ability to function effectively within a team and to cultivate and sustain an effective team culture.
5. Ability to successfully navigate sensitive political, cultural and industry-related issues.
6. Ability to accommodate frequent work travel duty.

Performance Evaluation

The incumbent will be evaluated annually based on:

- Achievement of goals.
- Quality and timeliness of advice and reports.

- Effectiveness of team leadership and interdepartmental coordination.
- Compliance with policies, procedures, and stakeholder expectations.

Applications

Interested candidates should submit their applications to **recruitment@ccreee.org** by **11:59 PM (AST) on 14 November 2025**. Applications must include:

1. CV (detailed qualifications and work experience and three references)
2. Motivation letter (maximum one page – 250 words)
3. Scanned copy of passport biodata page
4. Scanned copies of educational certificates

Further information is available at www.ccreee.org. Written requests for clarification should be directed to **recruitment@ccreee.org**.

Note: Applicants should **not** contact the CCREEE office or partners by phone and only via e-mail at **recruitment@ccreee.org**.