



# CCREEE

CARIBBEAN CENTRE FOR RENEWABLE  
ENERGY & ENERGY EFFICIENCY

## JOB DESCRIPTION

**Post Title:** TECHNICAL SPECIALIST - GENDER

**Reports to:** Chief Technical Advisor

**Duty Station:** Barbados

**Travel Required:** Yes

**Position Type:** Full-time, 30 months (with the possibility of extension based on performance)

**Position Grade:** Technical Specialist

**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 vision is to transform the Caribbean energy landscape in ways that tangibly improve livelihoods, economic resilience, and environmental sustainability. Its mission spans policy and regulatory support, institutional and human capacity development, project preparation and facilitation, knowledge management, investment mobilisation, and regional coordination. These functions are executed across priority sectors and geographies, recognising that effective energy transitions require not only technical solutions, but inclusive governance, equitable access, and sustained institutional capacity.

Gender equality and social inclusion are integral to CCREEE’s mandate and operational model. The Centre recognises that persistent gender gaps in the energy sector across access, participation, leadership, skills development, and decision-making undermine the effectiveness, equity, and sustainability of energy transitions. As such, CCREEE is committed to embedding gender-responsive and gender-transformative approaches across its programmes, partnerships, and internal systems, moving beyond compliance-based mainstreaming toward structural change within the Caribbean energy ecosystem.

Within this context, CCREEE, with funding from the Caribbean Development Bank (CDB), is implementing Phase A of the **Accelerating Sustainable Energy and Resilient Transitions 2030 (ASERT 2030) Regional Capacity Strengthening Programme (RCSA)**. The RCSA is a multi-phase regional intervention designed to address critical institutional, technical, and human capacity constraints that continue to limit the pace, scale, and inclusiveness of sustainable energy transitions across CDB's Borrowing Member Countries (BMCs).

The ASERT 2030 RCSA Programme is structured around complementary components that include regional training and certification programmes; sustainable energy data systems and decision-support tools; a regional Help Desk for policy, planning, and grid modernisation; Integrated Resource and Resilience Planning (IRRP); pooled procurement mechanisms; structured regional dialogue; and dedicated gender-responsive programming through the Women in Renewable Energy (WIRE) network. Gender equality is treated as a cross-cutting enabler within ASERT 2030, recognising the differentiated impacts of energy systems and transitions on women and men, and the untapped potential of women's leadership and participation in the sector.

To ensure that gender equality objectives are systematically integrated, operationalised, and sustained under ASERT 2030 and across CCREEE's broader portfolio, the Centre will engage a **Technical Specialist – Gender (TS-G)**. The position is designed as both a programme-level and institutional-level function.

## **FUNCTIONS AND DELIVERABLES**

Under the overall supervision of the Chief Technical Advisor, and in close functional coordination with the Caribbean Development Bank (CDB) and relevant CCREEE technical units, the **Technical Specialist – Gender (TS-G)** shall be responsible for providing strategic, technical, and operational leadership to advance gender equality and social inclusion across the **ASERT 2030 RCSA Programme** and CCREEE's broader institutional portfolio.

At the programme level, the TS-G will lead the design, implementation, monitoring, and reporting of gender-responsive actions under the ASERT 2030 RCSA in alignment with CDB gender policies, goals and international good practice. At the institutional level, the TS-G will provide strategic technical leadership to strengthen CCREEE's internal gender architecture, support centre-wide gender integration across initiatives, and contribute to the Centre's role as a regional thought leader on gender and sustainable energy.

## **DUTIES AND RESPONSIBILITIES**

The TS-G will be expected to deliver their duties and responsibilities demonstrating sound judgement in navigating complex institutional and political environments, and proactively identify opportunities to scale impact and mobilise partnerships.

Specific duties shall include, but are not limited to, the following:

**A. Gender Mainstreaming and Technical Leadership under the RCSA**

- Lead the design, implementation, and periodic updating of **Gender Action Plans** for the RCSA, ensuring alignment with programme objectives, CDB's Gender Equality Policy, and relevant international frameworks and best practices.
- Provide authoritative gender-responsive technical inputs across all RCSA activities, including institutional and capacity assessments, training and certification programmes, technical assistance modalities, stakeholder consultations, policy dialogues, and regional knowledge exchanges.
- Conduct gender analysis of sustainable energy institutions, policies, programmes, and labour markets within BMCs to identify structural barriers, capacity gaps, and opportunities for advancing gender equity and women's leadership in the energy sector.
- Formulate and support the implementation of targeted, context-specific interventions to address identified gender gaps, including measures related to skills development, institutional reform, leadership pipelines, entrepreneurship, and access to decision-making.
- Lead the integration of **gender-responsive indicators** into the RCSA monitoring, evaluation, and learning (MEL) framework, and contribute to the systematic collection, analysis, and interpretation of gender-disaggregated data to inform adaptive management and evidence-based decision-making.
- Ensure that gender-disaggregated and qualitative data are consistently used to track progress, assess outcomes, and demonstrate impact at programme and country levels for the Caribbean Energy Knowledge Hub (CEKH) and the Energy Report Cards (ERCs).
- Provide technical guidance, advisory services, and capacity-building support to CCREEE staff, national counterparts, implementing partners, and regional stakeholders on gender equality, social inclusion, and gender-transformative approaches in sustainable energy transitions.

**B. WIRE Network Management, Growth, and Strategic Positioning**

- Provide strategic and operational leadership for the **Women in Renewable Energy (WIRE) Network**, ensuring coherence between its vision, governance arrangements, and CCREEE's regional gender and energy objectives.
- Lead the planning, coordination, and delivery of WIRE mentorship programmes, regional convenings, leadership development initiatives, and capacity-building activities, ensuring quality, relevance, and measurable outcomes.
- Oversee training logistics, procurement processes, and contractual arrangements related to WIRE-supported activities, in compliance with CCREEE and CDB procedures.

- Design, maintain, and continuously improve the **WIRE monitoring and evaluation system**, including databases and dashboards, to track participation, outcomes, and longer-term impacts using gender-responsive indicators.
- Prepare high-quality donor and stakeholder outputs, including progress reports, impact briefs, event summaries, and analytical notes, for internal management, CDB reporting, and external dissemination.
- Manage WIRE-related digital assets and knowledge products, including CEKH content, newsletters, learning materials, and online platforms, ensuring regular updates, accessibility, and strategic alignment.
- Facilitate effective communication, training and coordination among mentors, mentees, trainers, partners, and sponsors to ensure programme cohesion, accountability, and participant satisfaction.
- Systematically collect, curate, and package impact stories, participant testimonials, and alumni profiles to support advocacy, visibility, and strategic communications at regional and international levels.
- Actively expand WIRE's network of strategic partners, sponsors, and donors, mobilising financial and in-kind resources from the private sector, development partners, and philanthropic entities to enhance programme sustainability and scale.

### **C. Programme-wide and Institutional Gender Support**

- Provide cross-cutting technical support to integrate gender considerations into CCREEE's broader programmes, partnerships, project pipelines, and external engagements beyond ASERT 2030.
- Contribute to the strengthening of CCREEE's internal gender systems, tools, and staff capacities, supporting the Centre's evolution toward a more gender-responsive and inclusive organisation.
- Represent CCREEE and the RCSA Programme, as delegated, in regional and international forums, technical meetings, communities of practice, and donor consultations related to gender, energy, and inclusive development.
- Support strategic dialogue with development partners and stakeholders on gender and energy, contributing to partnership development, resource mobilisation, and thought leadership positioning.
- Perform any other duties within the scope of the functional profile as may be assigned, consistent with the objectives of the RCSA Programme and the efficient functioning of the Centre.

### **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

	<b>Core Competency</b>	<b>Description</b>
1	<b>Integrity</b>	Exhibit ethical leadership and transparency in all operations and communications.
2	<b>Professionalism</b>	Maintain a high standard of work output, demonstrating expertise, reliability and responsiveness in all professional interactions and responsibilities.
3	<b>Respect for Diversity</b>	Promote an inclusive environment that respects diverse backgrounds, perspectives and experiences.
4	<b>Visionary Leadership</b>	Inspire with strategic foresight and innovation.
5	<b>Collaboration</b>	Work effectively with diverse groups and stakeholders, promoting cooperation to achieve shared goals.
6	<b>Sustainability</b>	Champion environmentally responsible practices and long-term strategies that promote sustainable development.
7	<b>Adaptability</b>	Demonstrate agility and resilience in response to challenges and changes.
8	<b>Team Building</b>	Foster a collaborative and cohesive work environment by encouraging teamwork and supporting capacity development.

## Qualifications, Skills, and Experience

1. A Master's degree (preferred) or a Bachelor's degree in Gender and Development, Energy and Environment, International Trade Policy, Natural Resource Management, Energy, Economics, Arts and Humanities or a related field.
2. A minimum of seven (7) years of relevant professional experience, ideally in gender and energy, capacity development, or regional development programmes.
3. Proven experience in gender mainstreaming, including the integration of gender dimensions into project design, stakeholder engagement, and performance reporting.
4. Demonstrated familiarity working with CDB, The CARICOM Secretariat, other Multilateral Development Banks (MDBs), or international development organisations (e.g., EU, UN, GCF).
5. Solid track record in M&E, report writing, knowledge management and tracking of financial and operational metrics.
6. Strong familiarity with project cycle management, including procurement, budgeting, and donor reporting requirements across multiple countries
7. Strong M&E, report writing, and financial tracking capabilities.
8. Excellent communication and stakeholder engagement skills.

## **General Requirements**

- Within the first month of engagement, the TS-G shall complete the following CDB online procurement modules:
  1. Introduction to CDB's Procurement Framework
  2. Procurement of Consultants
- Flexibility in work hours.
- Ability to manage relationships with Member States, development partners and stakeholders.
- Ability to work independently and under pressure in a multicultural environment.
- Ability to function effectively within a team and to cultivate and sustain an effective team culture.
- Ability to successfully navigate sensitive political, cultural and industry-related issues.
- Ability to accommodate frequent work travel duty.

## **Performance Evaluation**

The incumbent will be evaluated annually based on:

- Delivery of targets
- 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 5 December 2026**. 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](http://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 the e-mail provided.