



## UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

### JOB DESCRIPTION

**Title:** National Project Coordinator  
**Duty station:** Iran

#### **Duties:**

Under the general supervision and in close collaboration with IFCO and the UNIDO office in Vienna, it is anticipated that the project Coordinator will:

- Identify a specialist or specialist(s) in energy efficiency in the five key industrial areas of Iron & Steel, Brick, Cement, Petrochemical and Refinery and in Collaboration with the International Coordinator and taking the approval of IFCO prior to appointments to UNIDO Vienna for appointment to the project.
- Identify a Key Policy advisor in energy efficiency for Iran and in collaboration with the International Coordinator and taking the approval of IFCO prior to UNIDO Vienna for appointment to the project.
- Lead the National Team on all project activities,
- Manage all issues in Iran and where necessary make a contribution to refine the GEF project implementation,
- In collaboration with the International Coordinator be responsible for preparing the promotional and dissemination plan,
- Provide the leading role for the National Experts working on the project at all stages of the work in Iran, including final project proposal preparation, in particular link to:
  - (a) the International Project coordinator
  - (b) IFCO
  - (c) UNIDO Field Office in Tehran and
  - (d) the UNIDO office in Vienna.
- Working with the International Coordinator make a contribution to produce:
  - (1) the final report to IFCO and UNIDO
  - (2) development of the full proposal, for GEF funding,By coordinating and working with the other National and International Experts employed under this project.
- Better details of specific activities are outlined in the table below. Effort expressed as man-weeks.

#### **Qualifications:**

- At least a degree of MSc. in numerate subject with precedence of Energy System Engineering, Chemical Engineering and Environmental Engineering.
- A minimum of 10 years practicable experience in Energy Conservation projects
- A minimum of 10 years practicable experience in project management
- Very good written and verbal communication skills are essential in English.

**Language:** Farsi & English

## Industrial Energy Efficiency in Key Sectors – National Project Coordinator

### International Project Coordinator – responsibilities

	<b>Main Duties</b>	<b>Results expected</b>
1	<p>Working with the International project Coordinator identify:</p> <ul style="list-style-type: none"> <li>• A specialist or specialists with good industrial knowledge and over 10 years experience in the five industrial sectors of Iron &amp; Steel, Brick, Cement, Petrochemical and Refinery.</li> <li>• A Key Policy Advisor with over 10 years experience of Iran industry and implementation of energy efficiency projects including financing.</li> </ul>	<ul style="list-style-type: none"> <li>• CV's of specialists shared with International coordinator for review.</li> <li>• Identify specialists to IFCO to be assigned to UNIDO Vienna for appointment.</li> <li>• Liaise with UNIDO Vienna on contract details</li> </ul>
2	<p>Link with International Project Coordinator and agree implementation programme. Identify potential visits to Iran for International consultants:</p> <ul style="list-style-type: none"> <li>• Write project implementation plan and share with Iranian colleagues</li> <li>• Assist in arranging kick-off meetings and initial meetings for Industrial Energy Efficiency and EMS Experts</li> <li>• Liaise with UNIDO Field office and UNIDO Austria on all plans</li> </ul>	<ul style="list-style-type: none"> <li>• Project implementation programme agreed with all National and International experts and IFCO and UNIDO offices</li> <li>• Kick-off meeting organized and held in Tehran</li> </ul>
2	<ul style="list-style-type: none"> <li>• Liaise closely with all International Experts during information &amp; data gathering exercise to ensure full cooperation and progress.</li> <li>• Act as a focal point for the project.</li> <li>• Provide help in ensuring access to International Experts to all industry sector representatives and stakeholders.</li> <li>• Identify and resolve any potential issues or barriers at the earliest available</li> </ul>	<ul style="list-style-type: none"> <li>• Contact International Coordinator and agree all activities for all Experts employed in the project</li> <li>• Prepare short progress report on all activities and share with International Coordinator and IFCO and UNIDO offices</li> </ul>
3	<p>Assist the International project coordinator to prepare the promotional and dissemination plan for inclusion in the full GEF project proposal.</p>	<ul style="list-style-type: none"> <li>• Promotional plan agreed with all experts and IFCO and UNIDO for presentation at Tehran workshop.</li> <li>• Dissemination plan agreed with all experts and IFCO and UNIDO for presentation at Tehran workshop.</li> </ul>
4	<p>Through links with International Coordinator arrange stakeholder meeting in Tehran. [To be the main National Expert contact for this workshop.] The intention is that the stakeholder meeting/ workshop will raise the profile of the project proposal and how it will be developed: (a) industry sector representatives, (b) Government officials, (c) academics, (d) other stakeholders.</p>	<ul style="list-style-type: none"> <li>• Stakeholder meetings/workshop arranged and undertaken in Tehran</li> </ul>
5	<p>Working with the International Project coordinator, contribute findings from the above activities into the Final Report and Full Proposal</p>	<ul style="list-style-type: none"> <li>• Final report – coordinate and produce</li> <li>• Full Proposal - coordinate and produce</li> </ul>
	<b>Total</b>	