



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION
ORGANISATION DES NATIONS UNIES POUR LE DEVELOPPEMENT INDUSTRIEL
ORGANIZACION DE LAS NACIONES UNIDAS PARA EL DESARROLLO INDUSTRIAL

**VACANCY ANNOUNCEMENT
TEMPORARY APPOINTMENT OF PROJECT PERSONNEL
INTERNAL/EXTERNAL**

Female candidates from all Member States are particularly encouraged to apply.

Vacancy Announcement No:	VA2018_ISA_EXT_000147
Duty Station:	Barbados
Date of Issuance:	18 December 2018
Post Title and Level:	Green Technology Cluster Manager, ISA-Senior Specialist
Type of Appointment:	Individual Service Agreement
Employment Fraction:	NonStaff-Regular
Closing Date:	15 January 2019

Organizational Context

UNIDO is the specialized agency of the United Nations that promotes industrial development for poverty reduction, inclusive globalization and environmental sustainability. Its mission is to promote and accelerate inclusive and sustainable industrial development (ISID) in developing countries and economies in transition. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the recently adopted 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development in the next fifteen years. UNIDO's mandate in SDG-9, calls for the need to "Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation". Accordingly, the Organization's programmatic focus is structured in three thematic priorities: * Creating shared prosperity * Advancing economic competitiveness * Safeguarding the environment.

UNIDO delivers its services through the following four complementary and mutually supportive core functions: (a) technical cooperation activities; (b) analytical and policy advisory services; (c) standard- setting and compliance and (d) convening and partnership role. Such core functions are carried out in Departments/Offices in its Headquarters, Regional Offices and Hubs and Country Offices.

The Programme Development and Technical Cooperation (PTC) of UNIDO is responsible for providing technical cooperation services on technological and economic issues and is organized in the following departments: Department of Partnerships and Results Monitoring, Department of Agri-Business Development, Department of Trade, Investment and Innovation, Department of Energy and Department of Environment. Furthermore, PTC has a close cooperation with other field based Centers and Offices, such as the Investment and Technology Promotion Offices, forming the extended field network of UNIDO.

The position is located under Department of Energy in Climate Policy and Partnerships Division (PTC/ENE/CPP) which is responsible for coordinating integrated policies, global partnerships and global fora in the field of sustainable energy and climate change.

The Division positions UNIDO strategically in the global energy and climate change forums, and coordinates global and regional programmes on low carbon technologies and networks. It focuses on promoting programmatic approaches, and coordinates work related to new and ongoing global and regional programmes, cross cutting themes, nexus and knowledge management issues. In addition, the Division will coordinate work related to global forums such as the Vienna Energy Forum, and UNIDO's participation in meetings of the Conference of the Parties and other relevant energy and climate conferences and events. In discharging its responsibility, in line with overall strategy of the Department, and also cooperates with other relevant organizational Divisions within UNIDO, in particular with the Department of Environment, Technology Networks and Field Offices.

PROJECT CONTEXT (ID 150123)

The Ministry of Industry, International Business, Commerce and Small Business Development (MIICS), the United Nations Industrial Development Organization (UNIDO), the Barbados Investment and Development Corporation (BIDC) and the Caribbean Centre for Renewable Energy and Energy Efficiency (CCREEE) are jointly implementing the Global Environment Facility (GEF) funded project "Strategic platform to promote sustainable energy technology innovation, industrial development and entrepreneurship in Barbados". The project aims to up-scale the domestic sustainable energy manufacturing and servicing industry in technology areas with high potential for GHG emission reduction and local value creation in Barbados.

The project is also part of the CCREEE efforts to establish a regional program on sustainable energy and climate technology innovation and entrepreneurship for the Caribbean Community (CARICOM). Specifically, the project will:

- a. establish a national public-private policy dialogue platform to promote coherent demand and supplier-oriented cross-sectoral policies, regulations and incentives;
- b. establish the Barbados Green Sustainable Energy and Climate Technology Cluster which will act as one-stop shop and provide customer-oriented services to its members (e.g. information exchange, training, applied R&D, entrepreneurial support, shared facilities, matchmaking and networking, lobbying & advocacy, fund raising, joint tendering & sourcing, joint project, product and patent development, market intelligence and export promotion);
- c. promote joint ventures between the cluster members and entrepreneurs, investors, venture capitalists, financiers in the Caribbean, other SIDS and internationally (incl. the diaspora);
- d. create an entrepreneurship facility which will provide various financial/insurance products for the commercialization innovative business ideas and industrial up-grading;
- e. contribute to the creation of qualification and certification frameworks for personal, products and services and provide targeted training to current and future members of the cluster.

Currently, final discussions on the physical location of the Cluster Hub are taking place. BDC will provide the facilities and contribute with its experience in managing other sectoral clusters.

To ensure transfer of knowledge, the counterparts requested UNIDO to provide initial technical support for the management of the cluster.

In this context, UNIDO is recruiting an experienced Green Technology Cluster Manager (GTCM) which will be tasked to oversee the first operational phase and to steer the cluster towards sustainable pathways.

She/he will work as integrated expert in BDC and will be physically located at the Cluster Hub, and will be supported by an experienced Cluster Assistant to be seconded by BDC.

Duty station: Bridgetown/ Barbados , with frequent travels to and within the Caribbean Community states

Approximate duration: 12 months (with the potential to extend to 3 years)

Main Functions

The GTCM will report to the UNIDO Project Manager in close coordination with BDC and the national project coordinator at MIICS and will be expected to carry out the duties and activities listed below:

Management and organizational development:

- Establish the fully functional office and IT infrastructure of the cluster in partnership with the BDC Management and rules and procedures;
- Operationalize the cluster hub space and IT infrastructure and make it available to cluster businesses in partnership with the BDC Management and in line with its rules and procedures; identify the best modality and register the cluster as legal identity in Barbados;
- Establish the cluster governance structure and organize regular Steering Committee (SC) meetings; act as Secretary to the SC and provide regular updates to its members;
- Develop and implement the Cluster Business Plan and Strategy for the period of 2019 to 2024 (incl. organizational chart, budget, results framework with indicators, as well as financial sustainability scenario); make use of international cluster methodologies and handbooks (e.g. UNIDO, GIZ);
- Develop the annual work plans and budgets, progress reports and externally audited financial statements of the cluster in line with BDC, MIICS and UNIDO/GEF requirements and submit the documents for approval to the Steering Committee;
- Establish an effective project cycle management and monitoring system to ensure efficient implementation of the work plans and to track progress in relation to the long-term objectives and indicators in the Business Plan;
- Establish and implement the internal administrative, procurement and financial rules and procedures of the cluster in line with BDC, MIICS and UNIDO/GEF requirements;
- Recruit the cluster staff and technical consultants by public competition in line with the established organizational chart of the cluster and with BDC rules and procedures;
- Ensure effective human resource processes (e.g. performance appraisal) and supervise staff fairly and efficiently, ensuring adherence to good labour practices and laws;
- Ensure that the cluster meets and maintains all fiduciary standards (financial, administrative, procurement, internal controls, project management, etc.) required to manage domestic and international funding (e.g. EU, GEF, UN, etc.); ensure that staff and contractors implement and maintain the established quality standards;
- Provide support to the external auditors and evaluators and implement the recommendations through effective management responses; oversee the implementation of internal control mechanisms to prevent misuse of funds, where necessary;

Technical services, coordination and supervision:

- Develop a strong gender-sensitive “vision statement” and “corporate identity” of the Cluster and contribute to the national efforts to promote Barbados as a hub for green industry and tourism;
- Support the Project Management Unit (PMU) of the GEF Project in MIICS in the coordination, execution and reporting tasks as assigned;
- Develop the key support policies (incl. gender) of the cluster and ensure strong client-orientation; continuously (re)adapt its strategy and provided services to the needs of the cluster members and international developments in the sector;
- Ensure quality assurance throughout the life-cycle of a wide range of different cluster activities (e.g. trainings, conferences, policy activities, co-funding of projects);
- Define the membership policy of the cluster and ensure sustainable growth of the membership base, comprising businesses, research institutions and other relevant key stakeholders;
- Develop a cluster membership fee policy and pricing policy to charge for offered services to members or external partners;
- Act as one-stop shop and develop a practical set of customer-oriented service packages to sustain cluster memberships and attract new members (e.g. information exchange, training, applied R&D, entrepreneurial support, shared facilities, matchmaking and networking, lobbying & policy inputs, fund raising, joint tendering & sourcing, joint project, product and patent development, market intelligence, export promotion);
- Cooperate closely with MIICs and UNIDO on the potential creation of an entrepreneurship facility providing financial support for businesses and start-ups within the cluster;
- Support start-ups in the implementation of a clear roadmap that will drive them from the technical verification of the “invention” into the full commercialization of their product/solution/service;
- Work closely with CCREEE as a window to promote products and services of the cluster members throughout the Caribbean region;
- Organize key events of the cluster and organize study tours to similar international clusters;
- Develop the rules and procedures of the cluster working groups and take leadership in convening, coordinating, providing quality assurance and coherence, and results-orientation;
- Act as a neutral moderator between the competing interests of companies and continuously identify and promote areas of mutual interest by ensuring dialogue, mentoring, incentives, shared arrangements and clear rules when it comes to IPs and sharing of benefits;
- Ensure high quality teamwork in which numerous tasks and functions are handled by different cluster stakeholders; ensure high quality management of the internal (carried out among members) and external cluster (carried out with external partners) projects;
- Collect market intelligence data and establish close relationship with relevant domestic and overseas government agencies, universities, research institutions, venture capital communities, trade associations and professional bodies;
- Continued fund mobilization from national and international sources for joint cluster activities and programs;

Communication, lobbying and partnerships :

- Create, at the company level, early awareness about the existence, the goals and the strategy of the cluster;
- Establish the website of the cluster including community functions; ensure effective public relations and dissemination - Represent the cluster in national and international conferences and decision-making processes and ensure effective communication and public relations;
- Ensure effective communication with and among cluster members and coordinate closely with all relevant public and private stakeholders in Barbados and CARICOM (e.g. energy, environment);
- Coordinate and manage valuable knowledge about how to reach a specific audience, create a compelling message or choose an appropriate channel;
- Maintain a network of domestic and international key stakeholders from private sector, science and public institutions;
- Cooperate closely with the PAGE program and its focal point in Barbados.
- Prepare and submit policy inputs/statements on behalf of the cluster members to be considered in national and regional energy and climate processes;
- Seek membership in international umbrella organizations to receive access to the latest tools and methodologies.

Core Competencies:

Core Values:

INTEGRITY: To work honestly, openly, impartially and in accordance with the values of the United Nations.

PROFESSIONALISM: To work in a competent, committed and calm manner.

RESPECT FOR DIVERSITY: To work effectively, respectfully and inclusively with people from different backgrounds and with different perspectives.

Core Competencies:

RESULTS ORIENTATION AND ACCOUNTABILITY: To be accountable and responsible for achieving results and meeting performance standards.

PLANNING AND ORGANIZING: To plan, organize and manage work effectively and efficiently.

COMMUNICATION AND TRUST: To communicate effectively and build trust. **TEAM ORIENTATION:** To cooperate at various

levels.

CLIENT ORIENTATION: To be responsive towards those to whom services are provided internally and externally.

ORGANIZATIONAL DEVELOPMENT AND INNOVATION: To realize continuous improvement, support innovation, share knowledge and skills and learn from others.

Minimum Requirements

Education:

Advanced university degree in economics, engineering, environmental sciences, or other discipline with focus on technology innovation or management;
Additional qualification in renewable energy, energy efficiency or other environmental technologies would be an asset.

UNIDO Languages:

Fluency in written and spoken English is required.
Fluency and/or working knowledge of Spanish is an asset.

Field of Expertise:

- A minimum of 10 years of private-sector work experience with industrial clusters/associations, technology innovation management, incubation support to start-ups and SME development;
- A minimum of 3 years of senior management experience;
- Quality of provided track-record on implemented industrial projects, commercialized products and services, established businesses and start-ups (include numbers on the created turn-over/profit or raised funding);
- Proven knowledge of technology cluster development methodologies and quality assurance;
- Hands-on experience with the establishment of the internal proceedings and service packages of technology clusters/associations is a strong added value;
- Research experience in the field of technology innovation, sustainable energy and environmental technologies is as an added value;
- Exposure to the latest international sustainable energy technology trends and innovations is an asset;
- Good knowledge of the structure and growth prospects of Barbadian and Caribbean key industries and technology markets is a strong added value;
- Proven track-record of developed, managed and implemented programs and projects that have generated quantifiable benefits;
- Excellent communication, interpersonal and -cultural skills;
- Solid analytical, negotiation, presentation and communication skills;
- Excellent writing skills and familiarity with modern ICT systems, practices and processes;
- Proactive, outgoing and positive attitude with ability to develop effective relationship, self-motivated and results oriented;
- Good team player with a strong sense of responsibility;
- Knowledge of UN and/or other International Organization procedures and activities is an asset;
- Demonstrated understanding of gender equality and women's empowerment in the field of energy, as well as the interconnections between energy and sustainable development.

This appointment is limited to the specified project(s) only and does not carry any expectation of renewal.

Employees of UNIDO are expected at all times to uphold the highest standards of integrity, professionalism and respect for diversity, both at work and outside.
Only persons who fully and unconditionally commit to these values should consider applying for jobs at UNIDO.

All applications must be submitted online through the Online Recruitment System

Correspondence will be undertaken only with candidates who are being considered at an advanced phase of the selection process.

Selected candidate(s) may be required to disclose to the Director General the nature and scope of financial and other personal interests and assets in respect of themselves, their spouses and dependants, under the procedures established by the Director General.

Visit the UNIDO web site for details on how to apply: www.unido.org

NOTE: The Director General retains the discretion to make an appointment to this post at a lower level.

Notice to applicants:

UNIDO does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. If you have received a solicitation for the payment of a fee, please disregard it. Vacant positions within UNIDO are advertised on the official UNIDO website. Should you have any questions concerning persons or companies claiming to be recruiting on behalf of UNIDO and requesting payment of a fee, please contact: recruitment@unido.org