



N A R U C
National Association of Regulatory Utility Commissioners

**Technical Advisor, Energy Regulation
International Programs
Job Description**

Position Overview

The Technical Advisor (TA) will serve as an in-house technical expert to guide and support NARUC's international projects that work with energy regulators in transitioning and emerging economies in Africa, Asia, Caribbean/Latin America, Eurasia and/or other geographic regions. The Technical Advisor will serve as a project advisor to selected projects, which can include drafting and/or reviewing project deliverables, leading workshops/trainings, and conducting in-country field work. The Technical Advisor will also oversee project deliverables prepared by outside project consultants, providing technical direction and/or content as necessary. The Technical Advisor will work closely with various levels of staff in the International Department to develop and implement results-oriented project annual workplans, specific consultancy scopes of work as well as staff-led deliverables for partners and donor approval. In addition, the Technical Advisor will play a significant role with donor outreach and new project development.

The position is grant-funded and is conditioned upon continued donor funding and satisfactory performance of duties.

Reporting Relationship

Reports to Crissy Godfrey, Principal Technical Advisor. Coordinates closely with Erin Hammel, Director of International Programs, and Bevan Flansburg, Deputy Director of International Programs.

Required Abilities and Key Attributes

Requires significant experience and practitioner-level knowledge of a broad range of technical issues. The following areas are strongly preferred, but a TA should also possess the ability to guide/lead projects that may be outside of their expertise: tariff methodology, cyber security, critical infrastructure, gas market regulation, electricity market regulation, grid system expansion and stability, independence and transparency of the regulator, unbundling and accounting, promotion of investment, etc. Under NARUC's programming for results design, the Technical Advisor must be able to identify necessary interim steps and/or phases for various energy reform processes and be able to translate regulatory best practices from the U.S., EU/Third Energy Package and other international experiences into the context of emerging economies. The position also requires a proven track record of program management, including project design, monitoring and reporting throughout the project lifecycle. The Technical Advisor will support drafting scopes of work and management of consulting agreements. Experience working in international development with major donors is highly desirable.

The position requires strong strategic-planning experience, ability to work in a fast-paced environment, diplomacy and problem-solving skills. The Technical Advisor should possess strong organizational, multi-tasking and leadership skills, as well as excellent written and verbal

communication skills The position will work with numerous international program implementation staff within the department and must be able to juggle multiple projects with short deadlines, attention to detail and the ability to visualize and drive a project forward with minimal guidance.

International travel required (approx 25-40% of time).

Education and Experience

An advanced degree and 6-8+ years of professional experience in energy regulation is required. Experience in working with emerging and transitioning economies is desired.

Duties and Responsibilities

The Technical Advisor:

- Coordinates closely with the Director and Deputy Director of International Programs as well other Technical Advisors and Program Managers on planning and strategic program interventions.
- Serves as in-house advisor for selected projects, working directly with foreign regulators on real-life challenges, outlining a stepping stone approach for forward progress, drafting and reviewing project deliverables, etc.
- Drafts scopes of work and reviews requests for proposals, consulting agreements and contracts to ensure consistency in preparation and complete information. Ensures all information is included for necessary internal and external approval processes.
- Serves as workshop trainer/moderator and other key roles to reduce reliance on outside consultants.
- Drafts and facilitates progress of partner contributions to key project deliverables, including regulations, policies, procedures, technical analysis/review and laws.
- Oversees progress and quality of technical assistance projects by outside project consultants.
- Briefs donors on partner capacity building needs, challenges and results, when appropriate utilizing case studies, best practices and program reporting.
- Guides program staff in the design of workplans, activity agendas, and other program documents and planning that lead to actionable steps and results by the recipient foreign energy regulator. Serves as a technical resource to departmental staff, promoting knowledge transfer and learning opportunities for other staff.
- Assists with identifying and pursuing new business opportunities and relationships, including participation in meetings with prospective donors and partners. Undertakes scoping trips, attends critical events and/or liaises with donors to develop new projects, provide expert guidance and/or report on key results.
- Identifies opportunities and processes for enhancing project design, advancing strategic goals, and other performance improvement mechanisms. Provides considerable insight/input into workflow processes, initiates improvements in operational, administrative and programmatic performance and strategic direction of the International department.
- Performs other duties as assigned.

Salary/Benefits

Salary will be commensurate with experience and qualifications. The organization offers a generous benefits package.

Instructions to Apply

Must be US citizen or have US work permit. Please send cover letter, resume, and salary history to Ms. Crissy Godfrey (job@naruc.org), Principal Technical Advisor, International Programs, NARUC, www.naruc.org/international. No telephone calls. EOE.