

Assistant Director Strategy, Policy & Regulations

Job Description and Eligibility Criteria

Position Name: Assistant Director Strategy, Policy and Regulations

Position Grade: NPG-5

Directorate: Planning, Policy, Innovation, Program & Research

Location: Islamabad

Key Responsibilities

- Support the Directorate to review, update, prepare, and strategize follow up on national policy on energy efficiency in coordination with internal and external stakeholders.
- Contribute in the implementation of strategic initiatives within for day-to-day activities ensuring that departmental objectives align with the overall strategic plan of the organization.
- Conduct research for the preparation of the policies, strategies, action plans, programme proposals/PC-1s, policy briefs and concept notes for the consideration of senior management
- Support the Directorate and Reporting Officer to develop, design, identify and recommend energy savings strategies and programmes to achieve more energy-efficient operation through R&D, Innovation, policy design, and mass awareness etc.
- Identify, collect and analyze the data for national level energy efficiency and conservation measures, using different research techniques.
- Support the Directorate team in developing EE&C programmes ensuring adherence to the guidelines under solicited or unsolicited RFPs, PSDP proformas, EAD concept notes, P3A proposal application especially regarding budgets and timelines, conforming to applicable laws and / or approved rules, regulations, and specifications.
- to assist other departments within the organization to identify the potential areas for improvements / innovations / best practices in line with directions from the senior management.
- Work in close coordination with Directorate team to initiate requests for foreign technical and financial assistance in line with the provisions of the NEECA act and as per applicable organizational procedures.
- Take initiative for demonstration, research, and programs development in support of NEECA functions.
- Contribute in the completion of projects, responsible for the creation, organization, execution and completion of projects / programs. This includes managing projects: scope, schedule, finance, risk, quality, resources and sustainability.
- Support to the Directorate Team Lead or Reporting Officer to develop program proposals for international coordination on energy efficiency and conservation policy instruments/program/projects/activities/initiatives.
- Any other relevant duties and tasks as assigned.

Qualification and Experience

- Bachelor's degree in Public Policy /Economics/ Social Sciences / or any related discipline from HEC recognized university.
- At least 3 years of post-qualification recognized and verifiable experience in the relevant field.
- Maximum age of the candidate should not be more than 35 years on the date of advertisement of this position.
