

## **Director – Power & Energy**

### **Job Description and Eligibility Criteria**

**Position Name:** Director Power & Energy

**Position Grade:** NPG-1

**Directorate:** Technical

**Location:** Islamabad

### **Key Responsibilities**

- Responsible for the development of technical aspects and methodology of the energy efficiency & conservation projects, supply and demand side energy management programs to ensure acceptability of budgets and time lines, conformance to applicable laws, or adherence to approved technical specifications.
- The Director will be required to start the realization of the Energy vision of the future as the team is led through a period of change, setting out a clear plan and championing innovative ways of working.
- Provide assistance in the development, revision (when applicable) and implementation of rules and regulations promulgated under the National Certification Scheme for Energy Auditors and Managers.
- Responsible to review and update the course content developed under National Certification Scheme for Energy Auditors and Managers covering power & energy sector and execution of customized preparatory courses.
- Taking lead in development, revision (when applicable) and implementation of rules and regulations promulgated for energy generation, transmission, distribution, fuel exploration & refineries, and LNG distribution sectors.
- Paper setting and conduct of annual examinations under the National Certification Scheme for Energy Auditors and Managers.
- Develop enlistment and reporting process for Energy Auditing Firms/ESCOs and evaluation of applicants
- Develop, revise (when applicable) and implement the provisions of the Energy Conservation Building Codes (ECBC) in consultation with the relevant stakeholders
- Conduct energy audits to evaluate energy use and to identify conservation and cost reduction measures.
- Provide regular reports to analyze the overall effectiveness of the energy management programs.
- Provide project management to oversee installation of Energy Conservation/Efficiency Measures (ECM).
- Develop and execute Measurement and Verification (M&V) plans for installed ECMs.
- Maintain a list of Designated Consumers to be developed after analysis of the annual energy consumption threshold levels in exercise of the powers conferred by the clauses (e) and (f) of Section 10 of the National Energy Efficiency and Conservation Act, 2016 and develop a reporting platform accessible to the designated consumers with limited user access.
- Review energy audits performed by staff or consultants, providing quality control of deliverable products before they are sent to clients, demonstrating technical excellence, objectivity, and clarity while maintaining project schedules and budget.
- Ensure that energy management operations are supportive of instructional goals of NEECA.
- Carry out site inspections and energy surveys
- Ensure accurate records are maintained and energy monitoring data is collected regularly
- Assume responsibility for compiling, maintaining and filing all energy reports, billings and other documents required
- Manage capacity building and training programs on energy efficiency & conservation
- Coordinate with utility providers for the development, design and implementation of efficient energy systems.

- Responsible for the implementation of the policies established by NEECA/ Government of Pakistan.
- Review the limit of annual energy consumption in terms of metric tons of oil equivalent after every three years with effect from the date of publication of the respective notification for the purpose of declaring designated consumers or any other establishment specified in the Schedule to the Act
- Carry out assessment of yearly energy saving data submitted by DCs to calculate the estimated energy savings.
- Provide technical support for development and implementation of Energy Saving Certificates Scheme for Development of Sector/Sub-Sector specific reporting format, M&V protocol, manuals, normalization factors and their revision if so required.
- Participate in all negotiations with the external stakeholders regarding establishment of any technical facility like Center of Excellence for Energy Efficiency etc.
- Prepare and facilitate in developing Surveillance and Inspection plan.
- Responsible for the preparation of draft agreements in conjunction with the legal advisors and their implementation towards the benefit of the organization, within the prescribed limits of the law of the land.
- Coordinate and pursue the technical cases with the business community and other officials and agencies of the Government of Pakistan on behalf of NEECA
- Assist in procurement of equipment through preparation of technical specifications, tender documents and evaluation of technical proposals.
- Develop Concept Papers, Study Reports, Seminar/Workshop Reports, and Technical Reports for Pilot Projects/feasibilities.
- Preparation of technical contents for media related leaflets, brochures, awareness, and outreach material etc.
- Responsible for designing and development of standards and labels, rules and regulations to ensure benchmarking of different energy intensive processes, equipment, appliances, tools that can be used by the NEECA to conduct surveillance, audits and inspections across different sectors to evaluate and assess energy usage and to identify conservation and cost reduction measures.
- Analyze energy bills, including utility rates or tariffs, to gather historical energy usage data, Identify and prioritize energy-saving measures, analyze technical feasibility of energy-saving measures, using knowledge of engineering, energy production, energy use, construction, maintenance, system operation, or process systems.
- Any other relevant duties and tasks as assigned.

## Qualification and Experience

- Master's Degree in Engineering (Electrical, Mechanical, Thermal, Power, Energy or any related discipline) from HEC recognized University. Minimum 10 years of post-qualification recognized and verifiable professional experience.

OR

- Bachelor Degree in Engineering (Electrical, Mechanical, Thermal, Power, Energy) from HEC recognized university. Minimum 12 years of post-qualification recognized and verifiable professional experience.
- Maximum age of the candidate should not be more than 45 years on the date of advertisement of this position.

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