

## Chief Operating Officer at REEEP

### Hauptteil:

### Chief Operating Officer (COO)

(Full time position)

### About REEEP

REEEP invests in clean energy markets in low- and middle-income countries. Based on a strategic portfolio of high impact projects, REEEP works to generate energy access, improve lives and economic opportunities, build sustainable markets, and combat climate change. REEEP's VISION is that of a world where people everywhere, regardless of income, have access to affordable low carbon energy services provided by a range of players in sustainable markets.

To help achieve that, REEEP advances market readiness for low carbon energy and energy access technologies in low- and middle-income countries, for the benefit of the most vulnerable populations.. We identify and work with trusted partners – governments, foundations, civil society, researchers, and enterprises – to design, test, implement and scale business models and finance mechanisms for low carbon energy services and energy access.

REEEP is an international non-profit organisation with a team of 20 at its headquarters in Vienna, Austria, as well as regional representations in Africa and Asia. REEEP is a specialised non-profit partner for governments, multilateral organisations and the private sector, and cooperates within international bodies such as the UN Framework Convention on Climate Change and the UN initiative Sustainable Energy for All.

### About the role

REEEP is seeking a Chief Operating Officer (COO) to lead the team covering legal, finance, risk control, human resources, and IT & office operations. The COO reports to the Director General (DG) and, jointly with the DG and the Chief Programme Officer (CPO) is part of the Management Team. The COO leads a team of four, including a specialised lawyer, finance expert, and IT expert, and is responsible for maintaining the highest possible standards of transparency and accountability.

REEEP offers this director level position in a strongly growing international environment, as part of a young and results-oriented team and an organisation that is rapidly expanding in influence and impact.

## Responsibilities

- Leading the operational development of the organisation, including:
  - Legal aspects – contract management, donor reporting, compliance with applicable rules and regulations
  - Risk control – risk register, process management and control
  - Financial management – budgeting, reporting, auditing, financial structures and processes
  - Human resources management – recruitment, contractual issues, occupational health and safety, training
  - Supporting and leading standard operations and IT services – intranet, workflow management system, CRM
- Overseeing Governance and Operations-related activities in cooperation with the DG, including
  - All processes concerning REEEP's Governing Board and governance structure
  - All contractual and procurement processes related to funding contracts, including monitoring and follow-up of all operational contract obligations
  - REEEP's relations with Austrian public institutions concerning any legal requirements, including audits, status of Quasi International Organisation, interaction with public authorities
  - Coordination of reporting – quarterly reports, donor reports, other reports as needed
  - REEEP's internal knowledge management, with a focus on the technical and IT infrastructure

## Experience & skills

We are looking for a committed and energetic professional with at least 15 years' experience including a minimum of 5 years in a top management position, with a demonstrated track record of operational excellence. The ideal candidate will have the following attributes:

- Solid business, risk control and financial management skills and expertise
- Expertise in project and contract management in an international environment, experience in or with low- and middle-income countries an advantage
- Experience with managing funding from public donors, governments, international organisations, and foundations
- Sound understanding of legal, regulatory and compliance issues relevant to REEEP and its operating environment
- Strong affinity with finance; ability to understand and work with financial statements and to understand the financial implications of decisions
- Track record in building, improving and maintaining structures, systems and processes, also in project offices in low- and middle-income countries in Africa and Asia
- Proven experience in HR management – i.e. ability to maintain a positive and ethical work climate that is conducive to attracting, retaining and motivating a diverse group of top-quality employees at all levels
- Proven ability to work with and lead teams, and communicate easily with internal and

external partners

- Strategic thinker, able to manage complexity while keeping a close eye on details
- Hands-on, practical attitude, well-organized and able to prioritize, honest and open-minded team player
- Strong Excel skills, can work well with numbers and contracts
- MBA or Masters level qualifications in public administration, finance, economics, law or a closely related field
- Excellent spoken and written English and German
- Experience with the Austrian legal and political system

Remuneration for this position is 5.000 EUR (gross, paid 14 times per year, subject to Austrian social security deduction, currently no income tax due to REEEP's status as "Quasi International Organisation") and includes five weeks paid leave as well as an average of 14 Austrian and UN holidays per annum.

The office location is the Vienna International Centre ('UNO City') in Vienna, Austria. REEEP will not cover relocation costs or any other travel costs incurred.

Applicants must have a valid residency permit for Austria/EU but do not require a work permit.

REEEP encourages equal opportunities regardless of age, gender, race, religion, marital status, physical or mental disability, or sexual orientation.

Please address your concise motivation letter and CV to the Director General and email them to [jobs@reeep.org](mailto:jobs@reeep.org).

**Application deadline: 9 April 2018** (midnight CET summer time).

**Branche:**

Führung, Management

**Bundesland:**

Wien

**Ort:**

Wien

**Keywords:**

energy,renewables,coo,international,efficiency

**Kontaktperson:**

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**Unternehmensinfo:**

REEEP is an international multilateral partnership that works to accelerate market-based deployment of renewable energy and energy efficient systems in low- and middle-income

countries. REEEP invests in clean energy markets in low- and middle-income countries to reduce CO2 emissions and build prosperity. Leveraging a strategic portfolio of high impact investments, REEEP creates, adapts and shares knowledge to build sustainable markets for renewable energy and energy efficient solutions; advance energy access, improve lives and economic opportunities; and reduce climate and environmental damage. Market transformation is complex and multidimensional. We monitor, evaluate and learn from our portfolio to understand these complex systems, identify opportunities and barriers to success, and lower risk for market actors. This insight influences policy, encourages public and private investment, and informs our portfolio strategy to build scale within and replication across markets.

**Unternehmensname:**

Renewable Energy and Energy Efficiency Partnership (REEEP)

**Startdatum:**

Dienstag, 20. März 2018 - 13:30

**Unternehmenslogo:**



**Enddatum:**

Montag, 9. April 2018

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