



HUMAN RESOURCE MANAGEMENT DEPARTMENT
OFFICE OF THE PRIME MINISTER
FEDERATION OF SAINT CHRISTOPHER AND NEVIS

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4<sup>th</sup> March, 2024

Cabinet Secretary  
Financial Secretary  
Director of Audit  
Permanent Secretaries

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**VACANCY NOTICE – ENERGY OFFICER**

The Human Resource Management Department on behalf of the Ministry of Public Infrastructure, Energy & Utilities; Domestic Transport wish to invite suitably qualified persons to fill the position of **Energy Officer** at the Energy Unit.

The chosen candidate will be responsible for designing, implementing, monitoring, tracking and evaluation of energy efficiency (EE) programmes for energy end users and performance analysis and billing analysis to verify energy savings.

**Duties and Responsibilities:**

- Benefit costs analysis and cost effectiveness analysis of EE programmes
- Technical potential and economic potential studies;
- Analysis of the project economics and financial analysis of RE and EE projects using RETScreen Expert, or the equivalent;
- Performance analysis of grid tied and off grid renewable energy projects;
- Liaison with colleagues on the development of energy economic planning models and electric utility integrated resource and resilience planning (IRRP) models;
- Liaison with local, regional, and international standards organizations concerning energy efficiency technology standards. For example, the Caribbean Regional Organization for Standards and Quality's (CROSQ's) Caribbean Regional Energy Efficiency Building Standard (CREEBC), and the CARICOM Regional Energy Efficiency Labelling Scheme;
- Liaison with SKELEC/NEVLEC, CARICOM Secretariat, the Caribbean Centre for Renewable Energy and Energy Efficiency (CCREEE) and other regional partners;
- Reporting to the Permanent Secretary with responsibility for Energy and/or Electricity through the Director of the Energy Unit;
- Collaborate with key ministries that engage in aid and donor coordination namely Ministry of Finance and Ministry of Sustainable Development
- Facilitate dialogue and cohesion of planning and policy with Line Ministries;
- Collaborate in the development of an Integrated Resource and Resilience Plan (IRRP) with SKELEC/NEVLEC once every 5 years;
- Collaborate with SKELEC/NEVLEC on market load research, technical potential studies, economic potential studies for EE technologies;
- Collaborate with SKELEC/NEVLEC on the measurement and verification of energy savings for energy efficiency projects and programmes. Design measurement and verification (M&V) plans.



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**Minimum Qualifications and Experience:**

- B.Sc. or M.Sc. – Energy Engineering, Physical Science, Energy Science, Mechanical or Electrical Engineering with focus on energy management or the equivalent;
- M.Sc. - Electric Vehicles, Infrastructure for electric vehicles, or
- M.Sc. – Energy Engineering or Energy Management (with strong focus on end use energy technology and engineering), or Project Management with a focus on energy efficiency, or the equivalent education.

**Knowledge & Skills:**

In addition to the requirements above, the post holder must have the following skills:

- RETScreen Expert or Homer or the equivalent;
- Microsoft Excel;
- Microsoft Office Suite;
- Zoom and/or MS Teams.
- Preferred Skills:
- Market research for EE programmes;
- Load research for electric utilities and/or programme evaluation.

**Salary:** K33- 38(\$64,092-\$78,768) per annum

Applications must be accompanied by:

- Letter of Application
- Curriculum Vitae
- Police Record
- Two (2) Letters of Recommendation
- Official academic certificates, transcripts, and other relevant documents (certified copies)
- Two (2) references with telephone and e-mail addresses

and should be addressed to:

**Permanent Secretary  
Ministry of Public Infrastructure, Energy & Utilities; Domestic Transport  
P.O. Box 186  
Water Services Department  
Needsmust, Basseterre, St. Kitts**

The deadline for receipt of applications is **March 18<sup>th</sup>, 2024**.