

1 August 2024

CALL FOR APPLICATIONS

IEA SHC TCP Secretariat

The Executive Committee of the International Energy Agency (IEA) Solar Heating and Cooling Technology Collaboration Programme (SHC TCP) invites applications for the **position of SHC TCP Secretariat**.

The current SHC Secretariat will stop her activity on 31 December 2024 but will progressively finish work from 2024 over a transition period until 30 April 2025. The new SHC Secretariat will commence duties on 1 November 2024. This will give a 6-month overlap to ensure a smooth transition.

The deadline for applications is September 15, 2024. Interviews will be conducted 17 September to 19 September in the afternoon Paris time. The SHC Executive Committee (ExCo) will select the new SHC Secretariat by 15 October 2024.

SHC Technology Collaboration Programme

The International Energy Agency (IEA) Solar Heating and Cooling Technology Collaboration Programme (SHC TCP) is an intergovernmental, multinational collaboration platform advancing the research, development, and commercialization of solar heating and cooling solutions since 1977.

Our mission assumes a systematic approach to applying solar technologies and designs to buildings, communities, and industrial and agricultural process heat. Based on this mission, the SHC TCP carries out and coordinates international R&D work and cooperates with other IEA TCPs, solar organizations, associations, and industries to expand the solar market.

The TCP is managed by an Executive Committee composed of representatives from our Participating Country and Sponsor members. The primary activity of the SHC TCP is to develop research projects (Tasks) to study various aspects of solar heating and cooling. Each research Task is managed by a Task Manager selected by the Executive Committee.

The twenty-nine SHC members are Australia, Austria, Belgium, Canada, CCREEE, China, Denmark, EACREEE, ECREEE, European Commission, France, Germany, ISES, Italy, Netherlands, Norway, Poland, Portugal, RCREEE, REEECH, SACREEE, SICREEE, Slovakia, South Africa, Spain, Sweden, Switzerland, Türkiye, and the United Kingdom.

For more information on the SHC TCP, please visit <https://iea-shc.org/>.

Questions can be submitted to:

https://docs.google.com/document/d/1S7PEoybcsHXXT_PQLqMkKJi4mPUjWco4wPd1tIKuK_Q/edit?usp=sharing.

SHC TCP Secretariat Job Description

The SHC TCP Secretariat has a key role in running the Programme. The two primary roles of the SHC Secretariat are:

1. Manage **the day-to-day business** of the SHC TCP.
2. Maintain and establish **strong working relationships** with SHC Members, other IEA TCPs, and the IEA.

The SHC Secretariat shall carry out their work under the supervision of the Executive Committee, notably the SHC Chair. The SHC Secretariat is a member of the Executive Committee in an advisory capacity with no voting rights.

The SHC Secretariat is expected to provide responsive and dedicated service to SHC TCP during the appointment. Flexibility in hours and schedule is a requirement as meetings and other events are scheduled to accommodate all the SHC members.

The position is part-time, and the selected person or organization team is expected to demonstrate dependability and a sense of urgency in getting results and prioritize delivering work on time while maintaining the agreed-upon quality standard. A comprehensive description of the SHC Secretariat work is in Appendix 1.

Extent of Work and Time

The position is based on **1,200 hours annually beginning 1 January 2024**. The contract period for the service is three years, with a possibility of extension – any decision to extend the contract rests solely with the SHC TCP.

The contract will begin on 1 November 2024 with limited hours, a maximum of 88 hours. This will allow for a six-month overlap (until 30 April 2025) with the current SHC Secretariat, Pamela Murphy. During 2024, a maximum of 88 hours is required, including attendance at the 96th ExCo meeting in Berlin during the week of the 4th of November. The time of work is flexible but should partially coincide with the workday in the United States Eastern Standard Time during the initial six (6) months of transition. During this transition period, the new SHC Secretariat will learn about managing the SHC TCP and Secretariat workload. With support from the SHC Secretariat, the new hire will be responsible for preparing the November 2024 ExCo Meeting minutes, the 2024 Annual Report, invoicing members for the SHC 2025 Common Fund, and other routine SHC Secretariat activities.

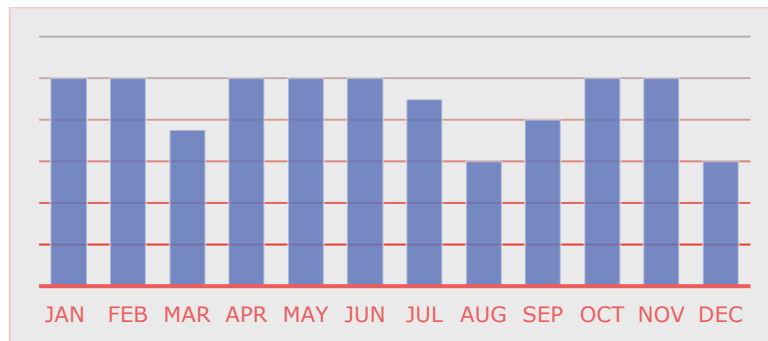
Qualifications

- Be based in one of the SHC TCP's member countries.
- Professional working proficiency in both spoken and written English. English is the working language of the SHC TCP.
- 3+ years experience in project management.
- Comprehensive understanding of the IEA TCP ecosystem.
- Proficient in Microsoft computer programs and Google Suite tools.
- Possess sound organizational, communication, and diplomatic skills.
- Experience editing technical and non-technical publications and communications.
- Willing to travel internationally. Attend the two annual SHC Executive Committee Meetings and any other meetings (physical or virtual) as requested by the SHC Chair.

In addition:

- The SHC Secretariat is expected to provide all equipment necessary to carry out the work, including office space and storage for archive material and publications.
- The SHC TCP will cover all costs for official SHC TCP travel.
- The applicant must state in their application any circumstances or relationships that constitute or may constitute a conflict or potential conflict of interest with respect to this Call for Applications or the resulting SHC Secretariat appointment.

The graph below represents an approximate workload distribution of the SHC Secretariat in a year.



Application Process

Applicants are to submit their application on SurveyMonkey, <https://www.surveymonkey.com/r/SHC-secretariat>

1. Curriculum Vitae (Resume), no longer than 2 pages.
2. Letter outlining why you should be considered for this position and other relevant information. The letter should state an **hourly rate** in EUR. The hourly rate should include overhead and taxes, such as Value Added Tax (VAT) and Goods and Services Tax (GST). EUR will be the default basis of payment.
3. Three references and their contact information.

Selection Criteria

Each application will be evaluated against the following criteria and the qualifications noted above:

Demonstrated:

- English oral and written skills.
- Skills and experience in project management as part of a team and independently.
- Skills with software tools listed under qualifications.
- Communication skills, including technical and non-technical document editing.
- Experience in a comparable international secretarial role.
- Ability to develop innovative ideas to keep the SHC TCP at the forefront of administrative excellence, utilizing the latest information and communications technology, particularly online tools and resources.
- Understanding of international research collaboration, specifically the IEA or a similar international organization, and knowledge of the organizational issues related to IEA TCPs.
- Understanding of solar energy/solar heating and cooling.
- Expressed intention and substantiated ability to continue as SHC Secretariat beyond the initial term.
- Hourly rate

Appointment

The new SHC Secretariat will be selected by 15 October 2024. The start date will be 1 November 2024.

APPENDIX 1

Detailed SHC Secretariat Job Description

The following description highlights the primary work of the SHC Secretariat. Please note that this is not a definitive list, as what is expected of the SHC Secretariat can change depending on the needs of the SHC TCP and ExCo.

SHC TCP Matters and Advice

- Provide general support, advice, guidance, and cooperation with the SHC TCP's Chair, Executive Team, Executive Committee (ExCo), and Task Managers on SHC TCP and related matters.
- Engage with SHC ExCo members and encourage strong ExCo member involvement.
- Support the strategic development of the SHC TCP and the Strategic Plan with the support of the SHC Executive Team.
- Prepare TCP documents as requested by the IEA, including the SHC Annual Report, End of Term Report, Strategic Plan, IEA/Working Party meeting reports/presentations, and TCP presentations.
- Support the work of the SHC Task Managers and experts.

SHC TCP Members

- Maintain membership records.
- Maintain regular communication with existing and potential new members (including physical contacts at meetings, conferences, etc.).
- Send emails to members on behalf of other members when needed.
- Support the SHC ExCo and Chair on new member outreach.
- Communicate with potential new TCP members. Guide new members through the membership process, prepare documents required by the IEA, and maintain communication with the IEA.

SHC TCP Finances

- Assist SHC Chair and designated Vice Chair with TCP financial accounts.
- Liaise with SHC TCP account manager.
- Send annual SHC TCP Common Fund invoices and follow up on outstanding contributions.
- Approve, along with designated Vice Chair, payment of incoming invoices.
- Prepare draft annual budgets, budget reports, and FY financial summaries for review by the SHC Chair and designated Vice Chair before SHC TCP ExCo meetings.

SHC Task Managers

- Support Task Managers in fulfilling their Task obligations starting at the concept development phase. Work includes encouraging SHC ExCo support of national expert participation, initiating new Task Managers, and providing guidance on Task structure, deliverables, national experts, and Task Status Reports.
- Track participation of national experts.
- Review Task publications.
- Maintain ongoing communication with Task Managers and support their work as needed.
- Attend Task Manager meetings before ExCo Meetings.

SHC TCP ExCo Meetings

- Assist the SHC Chair in planning and conducting the bi-annual SHC ExCo meetings in May/June and October/November.
- Liaise with host country/organization on venues and events.

- Prepare meeting agenda, gather and prepare meeting reports/presentations, and assist Chair and host during the meeting.
- Disseminate meeting papers and logistical information.
- Attend meetings and take minutes.
- Prepare and disseminate meeting minutes and action items, after Chair's approval.

Other SHC TCP Meetings (e.g., Executive Team meetings, SHC Committee meetings)

- Set dates and venues (as required).
- As needed, prepare and circulate draft agenda and background materials.
- As needed, attend meetings and take minutes.

SHC TCP Events (Conferences, Workshops, Webinars)

- Assist in managing and planning SHC TCP events, including EuroSun, which is co-organized with ISES, the SHC Solar Award ceremony, and the SHC Solar Academy webinars and trainings as needed.
- Liaise with Task Managers and the Information Center Committee on TCP materials for event dissemination.

SHC TCP Information Dissemination

- SHC TCP Annual Report: Request and manage contributions from SHC Task Managers. Prepare document for publication, including production, editing, and design. Disseminate published report.
- SHC TCP Newsletter: Write/edit and disseminate the TCP newsletter twice a year. Work with graphic designer.
- Member e-news: Write and disseminate an internal electronic monthly newsletter to SHC members and Task Managers, both current and past.
- Other SHC TCP Publications: Write/edit and disseminate press releases and other promotional materials. Work with SHC communication contractors, e.g., graphic designer, solarthermalworld.org, as needed.
- SHC Tasks: Guide and track Tasks' deliverables (technical reports, databases, etc.), including the approval process and dissemination. Support the Task Managers with promoting and administering their Tasks.
- SHC Website: Supervise, with the support of SHC Chair, the SHC TCP website content management and work with the SHC Webmaster to post and update the content.
- SHC Social Media Accounts: Post SHC TCP news on the TCP's LinkedIn and Twitter accounts. Respond to social media posts by key partners, e.g., IEA, relevant TCPs, member organizations, ISES, Solar Heat Europe, and solarthermalworld.org. Track engagement of the SHC TCP social media accounts.

SHC TCP Cooperation with IEA and Other Partner Organizations

- Foster SHC TCP outreach with the IEA and other relevant TCPs.
- Prepare bi-annual and requested reports for the IEA Renewable Energy Working Party.
- Work with the IEA Legal Office on TCP policy issues and new member procedures, and work with other IEA divisions as needed.
- In collaboration with the SHC ExCo Members and Task Managers, organize or participate in meetings with the IEA, other IEA TCPs, and international and national organizations to develop seamless cooperation and possible joint projects while strengthening the SHC TCP.

SHC TCP External Relations

- Respond to all inquiries from the public and the press.
- Follow specific issues and trends.