

## CALL FOR APPLICATIONS

### Technical Coordinator: IEA Bioenergy

#### Position

Technical Coordinator.

#### Background

The Executive Committee (ExCo) of the IEA Bioenergy Technology Collaboration Programme ([IEA Bioenergy](#)) approved the creation of the position of Technical Coordinator (TC) from 1 January 2007. The TC enables IEA Bioenergy to take full advantage of the high quality RD&D networks that exist in the Tasks. At present IEA Bioenergy has a strong international presence, has 23 partnering countries plus the European Commission and works as an independent body within the framework of the [IEA](#). IEA Bioenergy is governed by an Executive Committee (ExCo) and works through Tasks (currently, there are eleven of them), where analysis and information exchange is carried out.

The Technical Coordinator shall allow IEA Bioenergy to increase its impact through coordinated work and the dissemination of key messages derived from this work. The TC has a supportive role in the development and implementation of the programmes of work of the Tasks, in the communication of key results and messages emerging from Tasks and Inter-task projects, and in the fulfilment of the overall Vision and Strategic Objectives of IEA Bioenergy (the new Strategic Plan 2025-2030 is currently under development).

#### Role/Job Description

The Technical Coordinator has a coordinating function between the Tasks and the Executive Committee. The TC provides a link between Tasks for projects where more than one Task is contributing. The Technical Coordinator also assists the Chair, Core Group<sup>1</sup>, Executive Committee, Task Leaders and Operating Agents<sup>2</sup> in coordinating any work related to the Tasks that falls outside the day-to-day management and functioning of the Tasks; and she/he/they provide technical support to the ExCo Chair, Core Group, and Executive Committee for the servicing of external requests.

The appointee will provide impetus to the development of policy-relevant outputs and to the timely servicing of requests from the IEA Secretariat, the Renewable Energy Working Party ([REWPP](#)) and other subsidiary organizations at IEA Headquarters. She/he/they may also undertake projects as directed by the Chair and Core Group.

#### Position Specification

The service contract will be awarded to a company. It is expected that the services will be delivered by one specified person dedicating approximately 700 hours per year to this position.

The main requirements for the position are:

- Strong technical background in bioenergy technologies and systems.
- Excellent command of English (both written and oral).
- Experience in coordination and leadership as well as team working.
- Problem-solving, solution-oriented approach, with ability to work with different personalities.
- Excellent communication skills in documents, presentations (oral and written) and social media.
- Ability to undertake work at short notice and to produce quality outputs under pressure to meet deadlines.
- Ability to effectively work with electronic collaboration technologies / online platforms.
- Experience with science editing and publication is a clear advantage.
- Familiarity with the workings of IEA Bioenergy, and good working knowledge of the IEA organization would be desirable.

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<sup>1</sup> The Core Group consists of the ExCo Chair, ExCo Vice Chair(s), Past ExCo Chair, Chair of the Communications Team, Secretary and TC.

<sup>2</sup> The ExCo Member responsible for a specific Task.

## Duties

The appointee will:

- Support Task Leaders in the development and implementation of their programmes of work (according to the relevant IEA Bioenergy rules and guidelines); and review and provide feedback on the Task reports to the Executive Committee.
- Guide inter-task collaboration and will facilitate the development and implementation of Inter-task projects.
- Work closely with the Secretary to ensure coordination among Tasks and between the Tasks and the Executive Committee. Some of the work may include production of publications for the Executive Committee.
- Work with the appropriate Task Leaders and Inter-task project Leads to prepare policy-related outputs and to distill key results and messages emerging from their work.
- Respond to periodic requests for information from the IEA Secretariat, REWP, other subsidiary organizations at IEA Headquarters and other [TCPs](#), working through the ExCo Chair and Core Group. This will usually involve working with the Task Leaders and providing a coordinated response.
- Lead the organization of IEA Bioenergy webinars (up to 6 per year), workshops at each ExCo meeting, and End of Triennium Conferences; and prepare summaries of the aforementioned workshops and conferences.
- Support the dissemination of IEA Bioenergy results on the IEA Bioenergy website and social media channels (in coordination with the Communications Team); and attend - and present at - selected events on behalf IEA Bioenergy.
- Collaborate with other international organizations and initiatives (e.g. FAO, GBEP, IRENA, Biofuture Platform, etc.) working in the field of bioenergy in conjunction with the Tasks, working through the ExCo Chair and Core Group.
- Update ExCo (twice a year, ahead of each ExCo meeting) on key developments in the bioenergy sector and on how such developments affect - and are reflected in - the work carried out under the various tasks and Inter-task projects.
- Provide other services on a case-by-case basis in response to demands made on the ExCo Chair and Core Group.
- Make proposals to the Chair and Vice Chairs on work that could be undertaken to improve the profile of IEA Bioenergy and the outputs from the Tasks.

## Term of Appointment

The Technical Coordinator will be offered a service contract for an initial term of 15 months, which will begin on **1 January 2025**. Within this initial term, the Chair will recommend to the Executive Committee to either extend the contract or to re-advertise the position. If the Executive Committee approves renewing the contract, then the new contract will have a duration of a further 21 months, bringing the total contract duration to three years. The contract may be renewed up to two times, for a total duration of nine years, pending approval by the Executive Committee, after which it will be automatically re-tendered.

## Remuneration

The currency for the whole of IEA Bioenergy is US dollars. Applicants must tender an hourly rate (including all overheads and taxes such as VAT, GST etc.) in US dollars, which will be the basis of payment for the position. It is envisaged that the Technical Coordinator will submit an itemised invoice through the Secretary each month or quarter. Payment will be in US dollars by electronic transfer to the nominated bank account of the appointee. Please note that the Secretary is based in Italy. Depending on the country where the company of the Technical Coordinator is based, reverse charge may apply to the VAT.

Funds for travel and subsistence will be budgeted by the Executive Committee as a special item within the Executive Committee Secretariat Fund. Any travel involving reimbursement of expenses will have to be approved by the Chair or one of the Vice-chairs. These expenses will be reimbursed as part of the Technical Coordinator's invoice.

## Application Process

Interested applicants should send **by 6 September 2024**:

- The Curriculum Vitae of the prospective Technical Coordinator.
- A letter explaining why the candidate believes she/he/they are suitable for appointment as well as any other information she/he/they consider of importance for the selection.
- A tendered hourly rate (including all overheads and taxes such as VAT, GST etc.) in US dollars, which will be the basis of payment over the 3 year period for the successful applicant.
- The names and contacts of three references.

Applications should be emailed to the Secretary of IEA Bioenergy (Andrea Rossi: [arossi@biosmartstrategies.com](mailto:arossi@biosmartstrategies.com)). Questions may be sent to the same address by 30 August. Responses will be published on the website.

## Appointment Process

Evaluation of the applications and shortlisting of candidates will be made by an Executive Committee subcommittee. Its recommendation will be communicated to the candidates and the Executive Committee by 4 October 2024. Shortlisted candidates will be requested to present their proposals remotely at the ExCo94 meeting on 21 October 2024 and the final selection and approval by the Executive Committee will be made at that meeting. The Secretary will then draft a contract to be agreed and signed by the appointee and the Chair of the IEA Bioenergy ExCo by 1 December 2024.

## General Information on IEA Bioenergy

Please visit the following links for more information on IEA Bioenergy.

IEA Bioenergy website: [www.ieabioenergy.com](http://www.ieabioenergy.com)

Annual Report: <https://www.ieabioenergy.com/blog/publications/iea-bioenergy-annual-report-2023/>

Newsletters: [www.ieabioenergy.com/iea-publications/newsletters/](http://www.ieabioenergy.com/iea-publications/newsletters/)

End of Triennium Conference 2021: [www.ieabioenergy.com/blog/publications/iea-bioenergy-conference-2021/](http://www.ieabioenergy.com/blog/publications/iea-bioenergy-conference-2021/)