





## The "Clean energy for rural communities of Karakalpakstan" Project being implemented by the State Committee for Nature Protection and supported by the UNDP in Uzbekistan is seeking for the qualified candidates to occupy the following positions:

### VACANCY ANNOUNCEMENT #01/ 2003

**Post Title:** Project Manager  
**Project Title:** UZB/02/M01 "Clean energy for rural communities of Karakalpakstan"  
**Duty station:** Tashkent, Uzbekistan with frequent trips to Karakalpakstan  
**Duration:** 12 months subject to the satisfactory performance during initial 3 months  
 Expected date for entry on duty – January 2003

#### PROJECT CONTEXT

The Project will result in installation of the twenty-five operational photoelectric stations (FES) in the remote rural communities of the Republic of Karakalpakstan. Fifteen of them will be used for the household purposes and will provide electricity for lighting, radio and black-and-white TV sets, and other ten FES will be used for water pumping from wells for cattle watering. At least twenty-five persons will be trained in operation and maintenance of FES.

#### POST PROFILE

The Project Manager (PM) will bear overall responsibility for the satisfactory achievement of the project objectives according to the project document. The PM will report to the National Project Coordinator and Programme Manager of the Joint UNDP and the Government of Uzbekistan Environment Programme. Project Manager will manage the implementation of the project on a day-to-day basis, liaise with relevant governmental counterparts and UNDP CO on the issues pertaining to project implementation, perform the range of managerial tasks required for successful implementation of the project, and oversee the procurement process.

#### KEY TASKS AND RESPONSIBILITIES

- Operational management of the project according to the project document and the procedures outlined in the official NEX Operational Guidelines;
- Selection, recruitment, supervision, monitoring, and appraisal of project staff;
- Provision and administration of all project inputs specified in the project budget in accordance with the relevant procedures;
- Drafts, updates, and regular reviews of the project work plans; organisation and management of project activities according to the work plan in order to produce required outputs;
- Acting as the certifying officer for all project expenditures according to NEX operational guidelines;
- Timely preparation and submission of required progress reports and ensuring that reports by project personnel or participants are prepared as required;
- Regularly keep the Environment Programme Manager abreast of implementation of the project;
- Reporting to the Programme Steering Committee of the Joint UNDP and the Government of Uzbekistan Environment Programme.

#### REQUIRED SKILLS AND COMPETENCIES:

- Advanced University degree or equivalent education in a discipline relevant to the overall goals of the project (renewable energy, engineering, natural resources management, etc.);
- At least 3 years of appropriate experience in the field of practical application of renewable energy on the basis of photovoltaics and preferably some experience with international development organisation;
- He/she must be capable of combining efficient implementation of UNDP administrative process, effective management of project staff, and good teamwork and ensuring and facilitating the co-ordination and collaboration of diverse stakeholder groups including Government officials;
- Ability to work under stress conditions and meet deadlines;
- Excellent Russian, Uzbek and at least a working knowledge of English.

Applicants should fill in the UN Personal History Form, which is available at the reception of the UNDP Office or at <http://www.undp.uz>, <http://www.nature.uz>. Applications in sealed envelopes should be received by the Reception of UNDP Office in Uzbekistan, 4 Taras Shevchenko str., 700029, Tashkent. The deadline for submission of applications is 15 January 2003. Applicants are requested to quote the number of vacancy announcement (see above) on the envelope. Applications from qualified women are encouraged. Only successful candidates will be contacted.

### VACANCY ANNOUNCEMENT #02/2003

**Post Title:** Administrative & Finance Assistant  
**Project Title:** UZB/02/M01 "Clean energy for rural communities of Karakalpakstan"  
**Duty station:** Tashkent, Uzbekistan  
**Duration:** 12 months subject to the satisfactory performance during initial 3 months  
 Expected date for entry on duty – January 2003

#### PROJECT CONTEXT

The Project will result in installation of the twenty-five operational photoelectric stations (FES) in the remote rural communities of the Republic of Karakalpakstan. Fifteen of them will be used for the household purposes and will provide electricity for lighting, radio and black-and-white TV sets, and other ten FES will be used for water pumping from wells for cattle watering. At least twenty-five persons will be trained in operation and maintenance of FES.

#### POST PROFILE

Under the direct supervision of the Project Manager, Admin/Finance Assistant will undertake a variety of administrative and financial tasks and fulfill the following duties and responsibilities:

1. To prepare all financial and administrative documents related to the project implementation in accordance with the UNDP rules and procedures for nationally executed projects (RDPs, RPAs and CFPs together with relevant supporting documentation) and ensure their timely submission to UNDP CO for further processing;
2. To maintain project's expenditure & commitments shadow budget through regular reconciliation with UNDP CO's financial records and advise the Project Manager on project budget and funds availability;
3. To perform monitoring of monthly FIM disbursements reports and quarterly and annual CDRs, reporting to UNDP CO on discrepancies if detected, and prepare proposals for charges reversals if required;
4. To assist the Project Manager in preparation of proposals for budget revisions and progress reports on quarterly project workplans;
5. To perform Cash Custodian's duties being primarily responsible for project cash disbursements and maintains project's petty cash book and payrolls;
6. To arrange tendering, shipment and receipt of the project equipment and supplies;
7. To maintain and update the inventory of the project non-expendable equipment;
8. To assist the Project Manager in organizing seminars and workshops;
9. To maintain and keep updated the project files and records, including personnel records;
10. To perform other duties as may be required by the Project Manager.

#### REQUIRED SKILLS AND COMPETENCIES:

- Higher education (university degree in business/administration is an asset);
- Practical experience in administration and/or finance (experience with UNDP projects is a strong asset);
- Computer literacy;
- Fluency in English, Uzbek and Russian;
- Good interpersonal and communication skills;
- Ability to work under stress conditions and meet deadlines and to work in a team.

Applicants should fill in the UN Personal History Form, which is available at the reception of the UNDP Office or at <http://www.undp.uz>, <http://www.nature.uz>. Applications in sealed envelopes should be received by the Reception of UNDP Office in Uzbekistan, 4 Taras Shevchenko str., 700029, Tashkent. The deadline for submission of applications is 15 January 2003. Applicants are requested to quote the number of vacancy announcement (see above) on the envelope. Applications from qualified women are encouraged. Only successful candidates will be contacted.

### VACANCY ANNOUNCEMENT #03/2003

**Post Title:** National Expert for FES Component Parts  
**Project Title:** UZB/02/M01 "Clean energy for rural communities of Karakalpakstan"  
**Duty station:** Tashkent, Uzbekistan with frequent trips to Karakalpakstan  
**Duration:** 12 months subject to the satisfactory performance during initial 3 months  
 Expected date for entry on duty - January 2003

#### PROJECT CONTEXT

The Project will result in installation of the twenty-five operational photoelectric stations (FES) in the remote rural communities of the Republic of Karakalpakstan. Fifteen of them will be used for the household purposes and will provide electricity for lighting, radio and black-and-white TV sets, and other ten FES will be used for water pumping from wells for cattle watering. At least twenty-five persons will be trained in operation and maintenance of FES.

#### POST PROFILE

Under the overall supervision of the Project Manager (PM) the National Expert for FES Component Parts will be responsible for the technical examination of the component parts of FES (types of pumps, accumulators, gas-discharge lamp, TV and radio sets), control of FES assembling and operation, users training and guidelines preparation.

#### KEY TASKS AND RESPONSIBILITIES

1. Provide technical recommendations on the component parts of FES (types of pumps, accumulators, gas-discharge lamps, TV and radio sets), prepare specifications for purchasing of component parts of FES, and examine purchased components;
2. Participate in and control FES assembling, installation and starting up in operation;
3. Develop the database on water quality and depth of wells to define the best sites for the installation of FES for water pumping;
4. Prepare the information on FES and conduct the information seminars;
5. Conduct the training for the farmers — users of FES, prepare the guidelines on FES operation & maintenance;
6. Prepare questionnaires to be distributed among farmers-users of FES and process the results;
7. Prepare necessary reports;
8. Perform other duties as might be required by the Project Manager aimed at effective project implementation.

#### REQUIRED SKILLS AND COMPETENCIES:

- Advanced university degree in any of the following areas: Power Engineering, Chemical Technology, or any other relevant field;
- At least 2 years experience in the field of production and installation of the photo-electric stations, FES component parts;
- Experience with assessment of the quality of underground water;
- Ability to work under stress conditions and meet deadlines;
- Fluency in written and spoken Russian, ability to speak Uzbek and read English is an asset.

Applicants should fill in the UN Personal History Form, which is available at the reception of the UNDP Office or at <http://www.undp.uz>, <http://www.nature.uz>. Applications in sealed envelopes should be received by the Reception of UNDP Office in Uzbekistan, 4 Taras Shevchenko str., 700029, Tashkent. The deadline for submission of applications is 15 January 2003. Applicants are requested to quote the number of vacancy announcement (see above) on the envelope. Applications from qualified women are encouraged. Only successful candidates will be contacted.

### VACANCY ANNOUNCEMENT #04/2003

**Post Title:** National Expert – Local Coordinator  
**Project Title:** UZB/02/M01 "Clean energy for rural communities of Karakalpakstan"  
**Duty station:** Nukus, Karakalpakstan, Uzbekistan  
**Duration:** 12 months subject to the satisfactory performance during initial 3 months  
 Expected date for entry on duty - January 2003

#### PROJECT CONTEXT

The Project will result in installation of the twenty-five operational photoelectric stations (FES) in the remote rural communities of the Republic of Karakalpakstan. Fifteen of them will be used for the household purposes and will provide electricity for lighting, radio and black-and-white TV sets, and other ten FES will be used for water pumping from wells for cattle watering. At least twenty-five persons will be trained in operation and maintenance of FES.

#### POST PROFILE

Under the overall supervision of the Project Manager (PM) the Local Coordinator will be responsible for satisfactory implementation of the Project at the local level and establishment of the working contacts with farmers and local authorities in Karakalpakstan as well as with Karakalpakstan Government for effective implementation of the project, organisation of technical service for FES maintenance at the local level.

#### KEY TASKS AND RESPONSIBILITIES

1. Develop and agree with the stakeholders and the project experts the indicators to define the best sites for FES installation;
2. Together with project experts and local authorities select, inspect, and geographically reference the farms for FES installation on the basis of indicators, and agree the location of FES installation sites with Karakalpakstan Government;
3. Organise meetings between project experts and farmers and local authorities;
4. Provide information on water quality, depth of wells etc. required for project activities;
5. Operational assistance in the organisation of information seminars and trainings;
6. Assist to translate the information, instructions, guidelines and reports into Karakalpak language;
7. Assist in distribution and collection of questionnaires filled by farmers, collect the information about operation of FES;
8. Organise quarterly reporting on FES exploitation from farmers and assist to translate the reports on Russian;
9. Arrange the National Consultants field trips;
10. Create the group for technical service of FES after completion of Project activities;
11. Perform other duties as might be required by the Project Manager aimed at effective project implementation.

#### REQUIRED SKILLS AND COMPETENCIES:

- Advanced university degree;
- At least 2 years working experience in Karakalpakstan Governmental bodies;
- Demonstrated ability to effectively liaise with Karakalpakstan Government on different Project matters;
- Ability to effectively liaise with farmers and local authorities, knowledge of local people traditions and needs;
- Excellent networking and partnering competencies as well as negotiating skills;
- Ability to work under stress conditions and meet deadlines;
- Fluency in written and spoken Uzbek, Karakalpak and Russian, knowledge of English is an asset.

Applicants should fill in the UN Personal History Form, which is available at the reception of the Microfinance Training Centre or at <http://www.undp.uz>, <http://www.nature.uz>. Applications in sealed envelopes should be received by the Reception of Microfinance Training Centre, Nukus, tel.: 224-16-85, 224-20-19. The deadline for submission of applications is 15 January 2003. Applicants are requested to quote the number of vacancy announcement (see above) on the envelope. Applications from qualified women are encouraged. Only successful candidates will be contacted.

### VACANCY ANNOUNCEMENT #05/ 2003

**Post Title:** National Expert for Photo-modules  
**Project Title:** UZB/02/M01 "Clean energy for rural communities of Karakalpakstan"  
**Duty station:** Tashkent, Uzbekistan with frequent trips to Karakalpakstan  
**Duration:** 12 months subject to the satisfactory performance during initial 3 months  
 Expected date for entry on duty – January 2003

#### PROJECT CONTEXT

The Project will result in installation of the twenty-five operational photoelectric stations (FES) in the remote rural communities of the Republic of Karakalpakstan. Fifteen of them will be used for the household purposes and will provide electricity for lighting, radio and black-and-white TV sets, and other ten FES will be used for water pumping from wells for cattle watering. At least twenty-five persons will be trained in operation and maintenance of FES.

#### POST PROFILE

Under the overall supervision of the Project Manager (PM) the National Consultant for Photo-modules will be responsible for the technical recommendation on photo-modules type, examination of purchased modules, and creation and analysis of the database on solar insolation in Aral Sea area.

#### KEY TASKS AND RESPONSIBILITIES

1. Provide technical recommendations on photo-modules type, prepare specifications for purchasing photo-modules, and examine purchased modules, consultations on modules capacity for FESs;
2. Collect the modules exploitation characteristics;
3. Control FESs assembling, installation and starting up of operation;
4. Develop the database on solar insolation in the Aral Sea area;
5. Prepare the information on FESs and conduct the information seminars;
6. Conduct the training for the farmers — users of FESs, prepare the guidelines on FESs operation & maintenance;
7. Prepare questionnaires to be distributed among farmers-users of FES and process the results;
8. Prepare necessary reports;
9. Perform other duties as might be required by the Project Manager aimed at effective project implementation.

#### REQUIRED SKILLS AND COMPETENCIES:

- Advanced university degree in any of the following areas: Power Engineering, Environmental or Natural Resource Management, Engineering, Technology or other relevant field;
- At least 2 years experience in the field of production and installation of the photo-electric modules for FES;
- Ability to work under stress conditions and meet deadlines;
- Fluency in written and spoken Russian, ability to speak Uzbek and read English is an asset.

Applicants should fill in the UN Personal History Form, which is available at the reception of the UNDP Office or at <http://www.undp.uz>, <http://www.nature.uz>. Applications in sealed envelopes should be received by the Reception of UNDP Office in Uzbekistan, 4 Taras Shevchenko str., 700029, Tashkent. The deadline for submission of applications is 15 January 2003. Applicants are requested to quote the number of vacancy announcement (see above) on the envelope. Applications from qualified women are encouraged. Only successful candidates will be contacted.

### VACANCY ANNOUNCEMENT #06/2003

**Post Title:** National Environmental Expert  
**Project Title:** UZB/02/M01 "Clean energy for rural communities of Karakalpakstan"  
**Duty station:** Tashkent, Uzbekistan with frequent trips to Karakalpakstan  
**Duration:** 12 months subject to the satisfactory performance during initial 3 months  
 Expected date for entry on duty - January 2003

#### PROJECT CONTEXT

The Project will result in installation of the twenty-five operational photoelectric stations (FES) in the remote rural communities of the Republic of Karakalpakstan. Fifteen of them will be used for the household purposes and will provide electricity for lighting, radio and black-and-white TV sets, and other ten FES will be used for water pumping from wells for cattle watering. At least twenty-five persons will be trained in operation and maintenance of FES.

#### POST PROFILE

Under the overall supervision of the Project Manager (PM) the National-Environmental Expert will be responsible for development of indicators and assessment of the improvement of the environment in the area of FES installation.

#### KEY TASKS AND RESPONSIBILITIES

1. Carry out the observation and analyses of the environment by detection pollution of air, water and soil;
2. Develop the ecological indicators for selection of the best site for the installation of FES;
3. Organise monitoring of environment before and after FES installation;
4. Collect and process the data on reduction of the pollutants and fuel and energy balance as the result of FES use;
5. Conduct the information seminars;
6. Prepare necessary reports;
7. Perform other duties as might be required by the Project Manager aimed at effective project implementation.

#### REQUIRED SKILLS AND COMPETENCIES:

- Advanced university degree in any of the following areas: Environmental Science, Environmental Policy, Environmental or Natural Resource Management;
- At least 5 years experience in the field of environment and natural resources management, pollution control
- Ability to work under stress conditions and meet deadlines;
- Fluency in written and spoken Russian, ability to speak Uzbek and read English is an asset.

Applicants should fill in the UN Personal History Form, which is available at the reception of the UNDP Office or at <http://www.undp.uz>, <http://www.nature.uz>. Applications in sealed envelopes should be received by the Reception of UNDP Office in Uzbekistan, 4 Taras Shevchenko str., 700029, Tashkent. The deadline for submission of applications is 15 January 2003. Applicants are requested to quote the number of vacancy announcement (see above) on the envelope. Applications from qualified women are encouraged. Only successful candidates will be contacted.

### VACANCY ANNOUNCEMENT #07/2003

**Post Title:** National Expert for Electronics  
**Project Title:** UZB/02/M01 "Clean energy for rural communities of Karakalpakstan"  
**Duty station:** Tashkent, Uzbekistan with frequent trips to Karakalpakstan  
**Duration:** 9 months subject to the satisfactory performance during initial 3 months  
 Expected date for entry on duty - January 2003

#### PROJECT CONTEXT

The Project will result in installation of the twenty-five operational photoelectric stations (FES) in the remote rural communities of the Republic of Karakalpakstan. Fifteen of them will be used for the household purposes and will provide electricity for lighting, radio and black-and-white TV sets, and other ten FES will be used for water pumping from wells for cattle watering. At least twenty-five persons will be trained in operation and maintenance of FES.

#### POST PROFILE

Under the overall supervision of the Project Manager (PM) the National Expert for Electronics will be responsible for the technical examination of the electronic equipment of FES, monitoring of the FES operation, and training of users.

#### KEY TASKS AND RESPONSIBILITIES

1. Participate in the technical examination of the designing, assembling, installation, and starting of operation of the 25 FES in the rural communities of Karakalpakstan;
2. Make recommendations on electronic equipment (inverter, controller) for FES;
3. Conduct training for farmers — users of FES;
4. Participate in the preparation of the guidelines/manuals for exploitation of FES;
5. Conduct monitoring of the FESs work, collect and analyse data on exploitation characteristics;
6. Provide recommendations for FES development;
7. Prepare necessary reports;
8. Perform other duties as might be required by the Project Manager aimed at effective project implementation.

#### REQUIRED SKILLS AND COMPETENCIES:

- University degree in electronics, photo-engineering, or any relevant field;
- At least 2 years experience on designing, development, assembling and installation of the electronic equipment for FES;
- Ability to work under stress conditions and meet deadlines;
- Fluency in written and spoken Russian, ability to speak Uzbek and read English is an asset.

Applicants should fill in the UN Personal History Form, which is available at the reception of the UNDP Office or at <http://www.undp.uz>, <http://www.nature.uz>. Applications in sealed envelopes should be received by the Reception of UNDP Office in Uzbekistan, 4 Taras Shevchenko str., 700029, Tashkent. The deadline for submission of applications is 15 January 2003. Applicants are requested to quote the number of vacancy announcement (see above) on the envelope. Applications from qualified women are encouraged. Only successful candidates will be contacted.

