



Centre for Research in Energy and Energy Conservation

## JOB OPPORTUNITY

### REGIONAL TESTING KNOWLEDGE CENTRE COORDINATOR

The Centre for Research in Energy and Energy Conservation (CREEC) is a non-profit organization, located at the College of Engineering, Design, Art and Technology within Makerere University. CREEC is active in four areas: Bioenergy, Solar PV, Pico-hydro and Energy Management. The bioenergy department focuses on four subjects: improved Cookstoves, fuels, biogas and gasification. The RTKC Coordinator will assist the Head of Bioenergy in day to day activities including planning, execution of activity plans and coordinating of the testing services.

#### Duties:

- **Communicate with clients and partners**
  - o Initiate contact and establish client's needs
  - o Prepare TORs and MOUs
  - o Follow up on queries related to testing results
  
- **Manage Testing Team**
  - o Schedule, supervise and carry out stove tests
  - o Ensure that other testers follow test protocols properly
  - o Manage delivery process for test samples to and from the lab
  - o Recruit, train and manage Laboratory and Field Testers
  - o Train student interns
  
- **Report results**
  - o Conduct analysis of results using standard procedures
  - o Write and present technical reports from stove tests
- **Personal Qualities:**
  - Output/result oriented
  - Motivated and self-driven
  - High level of autonomy at work, yet with proven team-spirit
  - Adaptive, patient, resilient and flexible

#### Qualifications:

- Bachelor in Engineering (Chemical, Mechanical, Agriculture, Forestry) with 5 years of experience in bioenergy
- Graduate degree in relevant field (e.g. Renewable Energy, Environmental Science) is an added advantage
- Strong interest and proven capacity in understanding improved bioenergy technologies like Improved cookstoves
- Experience in designing and implementing capacity building and training programs
- Ability to build and maintain relationships, particularly interacting productively, proactively, and comfortably with government agencies, NGOs and private sector
- Experience and knowledge in budgeting and reporting
- Proven ability to communicate in English both in writing and orally, with the ability to communicate technical concepts to non-technical audiences
- Experience with standard scientific research methods
- Demonstrated computer skills in Microsoft Office Suite applications and statistic packages

How to apply; Please send your application letter with CV, academic documents, and 3 relevant referees to; [dkyotiba@creec.or.ug](mailto:dkyotiba@creec.or.ug)

Closing date is **February 15th, 2013**

**Note: Only short listed candidates will be contacted**