

Terms of Reference

Program Manager Energy and Climate Policy

The Program Manager coordinates and monitors activities of FES Amman in Jordan mainly related to energy policy but also to climate change and social and sustainable cities. He/She plans and implements FES activities across Jordan and the MENA region related to these topics. In this, he/she works under the supervision of the Director of the Climate and Energy Project MENA. The Program Manager serves as a resource person for FES partners and works closely with them. The Program Manager surveys media coverage of current events related to climate change and energy policy in Jordan and in the MENA region and supports the development of FES' network.

The specific tasks include but are not limited to:

Office work:

- respond to requests by phone and email
- monitor FES Amman's Facebook page daily for comments or inquiries
- keep all emails and documents sorted in the respective files (all digital documents must be saved in the adequate folders)
- coordinate and supervise the work with external temporary staff
- update the contact database with new contacts and keep it updated

Partner activities:

- serve as a resource person and point of contact to partners
- receiving and reviewing project ideas/proposals
- evaluating the proposals regarding their context, feasibility and budget
- discuss the ideas/proposals with partners
- brief Director of Climate and Energy Project MENA on proposals
- sit with partner, Program Admin and Finance Manager to discuss the budget
- draft the Memorandum of Understanding
- follow up closely with implementation of activities and administrative aspects
- ensure that all necessary documents are being received on time (programs, participant lists etc.)
- coordinate all logistical questions with the partner (where applicable)
- attend activities
- moderate discussions (where possible)
- screen financial documents (lists, contracts, bills etc.) and discuss possible problems with partners, Program Admin and Finance Manager
- follow up with the partner with regard to administrative and financial issues in coordination with the Program Admin/Finance Manager
- do follow up with the media
- write the activity report and collect all necessary documents for the finance report

FES' own activities:

- identify interesting, relevant and timely topics, on which FES should work
- suggest approach and format
- do background research on the specific topic
- draw up the budget and monitor it
- write TORs for external staff
- set up contracts for speakers, trainers and other external staff
- ensure that there are three offers and that the procurement committee in Berlin is involved (where necessary)
- identify potential speakers, moderators and participants
- draft the program
- follow up with speakers and participants
- coordinate the logistics of the activity (hotel, catering, translators etc.)
- moderate discussions (where possible)
- prepare all financial documents for Finance Manager
- do follow up with the media
- write the activity report

Publications:

- identify interesting topics and authors
- review and comment proposals
- set up the contract and TORs for the author (and possibly editor)
- follow up with the author
- review and edit the draft until FES has a satisfactory final copy
- coordinate the design, translation and printing
- organize a launching event
- coordinate the distribution and PR of the publication

Networking and PR:

- maintain ties with FES partners as well as with political figures, journalists, activists
- identify potential partners and experts
- screen the activities of other organizations in Jordan, which work in similar fields
- attend related events
- brief delegations about FES' work in Jordan

Media screening:

- screen media (print, online, TV, radio) on developments in Jordan and the region regarding climate and energy policy
- monitor reporting on FES' activities in Jordan and the region in the media and file any news item where FES is mentioned
- brief Director of the Climate and Energy Project MENA on political developments in Jordan and the region

All other topics, partners and activities will be attributed to each Program Manager on an adhoc basis. The distribution of tasks can also be altered in order to balance the workload between the Program Managers.