

Program Officer (up to 3 positions available, 1 position reserved for a Spanish speaker, 1 position reserved for a Russian speaker)

International Programs (Washington, DC)

The National Association of Regulatory Utility Commissioners (NARUC), a 501(c)(4) trade association, seeks a Program Officer for its international energy regulatory programs. The Program Officer will support the activities of NARUC's International Department that promote exchange of best practices in energy regulation between U.S. public utility commissions and energy regulators in emerging and transitioning economies around the world. The Program Officer will be based in NARUC's office in Washington, DC.

Responsibilities

The Program Officer has significant responsibilities related to program design, management and implementation bilateral and regional projects; develops technical program agendas for workshops, trainings, partnership exchanges and other activities, implements regulatory partnership exchanges, workshops, study tours, training programs and meetings; collaborates closely with Program Managers to ensure timely and effective implementation of programs and reporting to donors; prepares reporting; implements monitoring, evaluation & learning.

The position is grant-funded and is conditioned upon continued donor funding and satisfactory performance of duties.

Requirements

The ideal candidate will meet all or most of the following criteria: knowledge of energy or utility sector required and issues facing emerging and transitioning economies; previous program implementation experience, including coordination of consultants; experience coordinating workshops in developing countries; excellent communication, organizational, analytical and writing skills in English; strong organizational skills and attention to detail; prior experience organizing delegations in developing countries.

The position requires strong strategic-planning experience, ability to work in a fast-paced environment, diplomacy and problem-solving skills. The position will work with numerous international program implementation staff within the department and must be able to juggle multiple projects with short deadlines.

Knowledge of the nonprofit field and/or USAID agreement requirements very useful. International travel required (approx 25-40% of time).

Education and Experience

Bachelor's or master's degree in Energy, Environment, International Relations or related field and 3-5 years professional experience is required. Coursework in economics is very helpful. In-country living experience is beneficial. Foreign language skills preferable, up to 3 positions available with 1 position reserved for an advanced Spanish speaker and 1 position reserved for an advanced Russian speaker. Must have excellent writing and communication skills.

Salary will be commensurate with experience and qualifications. The organization offers a generous benefits package.

Must be US citizen or have US work permit. Please send cover letter, resume, and salary history to Ms. Erin Hammel (job@naruc.org), Director, International Programs, NARUC, www.naruc.org/international. No telephone calls. EOE.