

Job name: Stakeholder Engagement and Data collection Expert

Employment term: Non-permanent

Category: Construction, renewable energy

Job type: Part time

Location: Yerevan and 3 marzes (Lori, Tavush, Gegharkunik)

Job description:

ESF is seeking for an experienced Stakeholder Engagement and Data Collection Expert for implementation of “Small scale renewable energy/energy efficiency measures in public buildings and pilot insulation at household level” project financed by GIZ Armenia. In this exciting and dynamic role, he/she will be responsible for supporting the development and execution of the stakeholder engagement map and ensuring the success of Project’s all activities in 3 regions/marzes of Armenia.

The project aim is to promote innovative and potentially scalable energy efficiency and renewable/alternative energy solutions and initiatives for low-income households as well as public buildings. The initiative will be implemented in three target regions (marzes) of Armenia: Lori, Tavush and Gegharkunik particularly focusing on deforestation mitigation in the forest rich marzes (Tavush and Lori) and areas, while in forest poor areas the focus will be on mitigating the economic, social and health impact of non-wood biomass combustion for heating (such as dung) among rural population, while retaining its role in the agricultural value chain.

At household level the pilot of (partial) insulation will target at least 20 households (HH) and at public building level the target is to cover 50 community buildings with small-scale EE/RE solutions (solar water heaters (SWH), small PV-roof top installations (up to 5 kW) and basic insulation). Priority is given to public infrastructure with special importance for women and youth like kindergarten, health stations, cultural and sports centers, botanical gardens, local museums, etc.

Job responsibilities:

- Work with the Project team members to support project stakeholder engagement needs
- Develop, edit, review and support stakeholder engagement plan
- Work with the Public and Community Outreach Experts of the Project to ensure messaging, outreach, contacts and materials align with stakeholder activities and interests
- Work with the Public Outreach Expert to ensure content shared in media inquiries, articles, interviews, press releases aligns with Project messaging and stakeholder activities and interests
- Track and report on the actual performance relative to the stakeholder engagement plan
- Lead the planning, review and development of different stakeholder engagement strategies and tactics. • Operate the various existing tools and systems to manage stakeholder outreach, lead generation
- Assist in managing the growing stakeholder community including employer engagement, partner support and outreach
- Ensure timely response and follow-up to stakeholder requests and inquiries
- Plan, develop and execute various stakeholder surveys, using web, telephone and live data collection
- Summarize and analyze the results to provide key findings and recommend suggestions or action plans based on collected feedback
- Identify follow-on project opportunities and referrals from the existing contact base

- Support Project Manager in client/supplier/partner meetings and other events as required

Requirements to the candidate:

- Bachelor's degree or college diploma in Business, Communications or related discipline (desirable)
- Minimum 2 years of experience as Communications Specialist, Business Development Specialist, Marketing Specialist, Member Services Officer or Project Manager/Coordinator
- Advanced knowledge of Word, Excel, PowerPoint software and social media
- Strong organizational skills
- Knowledge of community engagement tools and techniques
- Fluency in Armenian and English
- Ability to travel to locations of the Project
- Candidates from Artsakh have the priority during the selection process

Interested candidates should submit a cover letter and a resume to apasoyan@esfarmeria.org.

About Employer

The Foundation to Save Energy (ESF) was founded in 2003 and has since worked with a number of donors and NGOs to promote awareness on energy efficiency issues particularly in the residential sector where utility bills are a burden for the low-income households. The Foundation unites economists, engineers and environmentalists, finance and banking experts seeking material efficiency, minimization of environmental footprint, cost minimization with the overall aim of building a pathway to green economy and sustainable energy futures. For more information about our expertise and projects please check our web-site: <https://www.esfarmeria.org/>