

Role: Program Manager, East Africa



Dated: February 2018

Reports to: African Regional Director

Location: Nairobi, Kenya

The MEC Program Manager is a rare opportunity to work in the field at the forefront of clean energy and microfinance. The MEC Program Manager works on-site with a commercial bank or microfinance institution for one or two years, leveraging the MEC infrastructure, experience and global resources to implement a successful clean energy lending product line at the MFI. The goal of the MEC Program Manager program is to ensure that the clean energy program reaches key product and financial milestones in years one and two, and creating a close working partnership with the MFI management.

Key responsibilities:

Program Management:

Implement a structured program at the MFI that will take them from start to finish in meeting key milestones for clean energy scale up. Program will include components such as:

- Prefeasibility Studies
- Market Research
- Business Plan Development
- Product Management
- Marketing Training
- Process Development/ Operations Manual Development
- Process Improvement

Teamwork:

Effectively leverage MEC's existing experience, relationships and working documents.

- Work as a team with the MFI's clean energy program manager or key liaison point, to provide frequent updates to the MFI Management and Board on the progress of the clean energy program.
- Work as a team with MEC management to track progress, and raise issues early so they may be resolved.
- Work collaboratively with other Program Managers across India and Kenya teams, to share best practices, product knowledge and successful solutions to problems.

Problem Resolution:

Proactively identify risks and come up with solutions to implement clean energy program.

- Technology: Train and monitor use of MEC’s mobile phone and Internet based data tracking technologies, using digital data collection platforms.
- Assist the Global Carbon Team with miscellaneous carbon certification processes.

Ongoing Coordination and Program Operations:

- Coordinate collection of baseline data as needed.
- Contribute to MEC blog and photos/MEC social media.
- Manage stakeholder relations.
- Work with partners including clean energy manufacturers and distributors, and government agencies.

Operations-Related Data Collection and Reporting:

- Oversee, manage and update MEC’s data collection and digital payment platforms, working closely with MEC’s Director of Technology.
- Conduct monthly analyses of Supplier sale performance.
- Work alongside MEC’s Distribution Specialist on all Logistics and Supply-Chain Management data collection and reporting.

Qualifications:

- 3-years of experience in banking, consulting, or project management.
- Microfinance experience a plus.
- Knowledge of the clean energy industry and social enterprise in emerging markets a plus.
- Knowledge of mobile phone technology and carbon markets a plus.
- Experience working in or extensive knowledge of East Africa, or experience working in other emerging markets.
- At least 4 months experience working and living in a developing country
- Bachelor’s degree required, but a higher degree preferred.
- Excellent Word, PowerPoint and Excel skill sets.
- Ability to work in a decentralized, global team.
- Demonstrated self starter, problem solver, team player, and social mission oriented.

How to Apply:

Please send in your CV and cover letter to mriganka.lulla@microenergycredits.com with the subject line “Program Manager.” Applications must be received before March 30, 2018.