



Vacancies
Nigeria Power Sector Program

April 2019

Available Roles

Tax Consultant	2
Content Manager	3
Donors and Partners Coordinator	5
Senior Project Engineer	6
Commercial and Finance Advisor	8

Tax Consultant

Position Title

The title of this position (the "Position") is: **Tax Consultant**.

Project Objective

The Nigeria Power Sector Program (NPSP) is a 5-year USAID project that aims to support comprehensive reform within Nigeria's power sector: addressing gas to power challenges, competitive procurement of clean and conventional energy, utility distribution sector reform, and off-grid electricity access. Ideally, the project team will enable 10,000 MW of new-rehabilitated electricity generation capacity, and 3 million new electricity connections, enabling reliable and affordable electricity access to millions of people for the first time.

Chain of Command

Ultimate day-to-day field supervision and authority for all NPSP personnel and all aspects of NPSP activities rests with the Chief of Party or her designee, and in the Deloitte home office, with the NPSP Engagement Director. The employee described herein shall take no managerial or technical direction from any individual who is not formally employed in the chain of command between the individual and the Chief of Party, the Chief of Party's designee, or the Engagement Director.

Supervisor and Reporting Responsibilities.

For all routine responsibilities and duties, either directly or indirectly related to the Position description, the Employee shall report directly to, and be supervised by the holding the position of **DFAC**. The Employee's Supervisor may change from time to time on an ad hoc or temporary basis depending on the needs of the Project, however, any permanent changes will be reflected in writing by amendment to this position description.

Position Objective, Generally Applicable Functions, and Specific Tasks.

A. Position Objective:

The objectives of the consultancy is to ensure that Deloitte Consulting Development Project LTD/GTE is operating within the confines of the guidelines of the Nigeria tax system and meeting all requisite operational tax conditions.

B. Specific Tasks Applicable to the Position

As directed by the Chief of Party or her designee, the Employee shall perform, oversee, and support the performance of the following specific tasks:

- Update the management on any new development in the Nigerian Tax law.
- Compute taxes if any and grant the necessary relief
- Remit tax withholdings from vendors to Federal Inland Revenue Service (FIRS)
- Prepare monthly/yearly tax return to the revenue office.
- Represent Deloitte Consulting Development Project LTD/GTE on all tax-related matters with The Federal Inland Revenue Service (FIRS)
- Work with the retained legal advisory firm (Matrix) as needed to resolve/address operations related matters for the registered entity
- Responsible for all actions needed for the entity to be compliant in regard to audits and be the primary POC for any audit and related activities

C. Level of Effort (LOE)

The LOE for this consultancy will be a maximum of 400 days.

Content Manager

Position Title

The title of this position (the "Position") is: **Content Manager.**

Project Objective

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Position Classification

The classification of this position is: **LT Local Professional.**

Chain of Command

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Supervisor and Reporting Responsibilities

For all routine responsibilities and duties, either directly or indirectly related to the Position description, the Employee shall report directly to, and be supervised by the holding the position of **PMO/Results Management Lead**. The Employee's Supervisor may change from time to time on an ad hoc or temporary basis depending on the needs of the Project, however, any permanent changes will be reflected in writing by amendment to this position description.

Position Objective, Generally Applicable Functions, and Specific Tasks.

A. Position Objective.

Support the Program team in the successful implementation of all aspects of the Program's Work Plan and achievement of the Program objective.

B. Specific Tasks Applicable to the Position.

As directed by the Chief of Party or her designee, the Employee shall perform, oversee, and support the performance of the following specific tasks:

- Review and edit all major deliverables in various publication forms for readability, spelling, grammar, accuracy, punctuation, consistency, and logic;
- Ensure all deliverables and work products are written according to USAID, Power Africa and NPSP writing guidelines;
- Ensure the project's public outreach and communications efforts are compliant with USAID requirements and rules and that USAID branding and marking standards and requirements are enforced;
- Manage project deliverables – quarterly, monthly, annual reports with the highest standards of quality control;
- Format all deliverables and work products according to USAID and NPSP marking and branding guidelines;
- Re-write and reformat text for different publication forms (to include but not limited to PowerPoint, Word, email);
- Proofread print layouts and all public NPSP materials (e.g., one-pagers, banners, signage);
- Review all graphs and tables within deliverables to ensure data is being properly represented and any supporting math is calculated correctly;

- Manage the translation of documents, including ensuring formatting and context is maintained in translated documents;
- Assist with transcribing meeting notes and handwritten notes from hard copy into electronic format;
- Manage all printing and making copies of documents; and
- Ensure the proper finishing of documents (e.g., binding, lamination).

C. Required Qualifications and Experience

- A minimum of a Bachelor's Degree in communication, journalism, media studies or a related field with experience copy editing;
- Computer expertise, familiarity with pagination and design software;
- Creativity, detail oriented, deadline driven, meticulous proofreading, strong fact-checking;
- English language fluency (strong written and verbal skills) required;
- Excellent computer skills (Word, Excel, PowerPoint, and Outlook);
- Understanding of how-to visualize / present data and learning for different uses and audiences;
- Expertise in deriving insight and using knowledge from data collected and analyzed in decision making, planning, cross-organizational and external activities;
- Three (3) to Five (5) years in journalism or as professional writer/editor;
- Experience with donor-funded programs, USAID programs a plus;
- English fluency or native-level English language ability.

D. Level of Effort (LOE):

This is a full-time position

Donors and Partners Coordinator

Position Title

The title of this position (the "Position") is: **Donors and Partners Coordinator**

Project Objective

The Nigeria Power Sector Program (NPSP) is a 5-year USAID project that aims to support comprehensive reform within Nigeria's power sector, addressing gas to power challenges, competitive procurement of clean and conventional energy, utility distribution sector reform, and off-grid electricity access. Ideally, the project team will enable 10,000 MW of new-rehabilitated electricity generation capacity, and 3 million new electricity connections, enabling reliable and affordable electricity access to millions of people for the first time.

Chain of Command

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Supervisor and Reporting Responsibilities

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Position Objective, Generally Applicable Functions, and Specific Tasks.

A. Position Objective

The Donor Coordinator is responsible for ensuring that NPSP staff is aware and up to date on the programs and events of other donor organizations operating in Nigeria. They will be in charge of developing and maintaining a number of project tools and products to facilitate a holistic understanding of the donor community priorities and actions within the country.

B. Specific Tasks Applicable to the Position

As directed by the Chief of Party or her designee, the Employee shall perform, oversee, and support the performance of the following specific tasks:

- Help develop donor mapping tool to connect other donor programs and work to NPSP Outcomes and priorities.
- Conduct outreach to donor partners and set up meetings for relevant senior staff.
- Conduct survey of donor programs, events, and communications.
- Keep the Stakeholders Register up to date and available for all NPSP staff use.
- Maintain a donor and partners events calendar, tracking relevant events to NPSP work.
- Maintain stakeholder survey to track new entrants to the Nigerian power market.
- Work with NPSP events and communications staff to schedule and host recurring meetings with donors and other partners/stakeholders.

C. Level of Effort (LOE)

This is a full-time position

Senior Project Engineer

Position Title

The title of this position (the "Position") is: **Senior Technical Project Manager**

Project Objective

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Supervisor and Reporting Responsibilities

For all routine responsibilities and duties, either directly or indirectly related to the Position description, the Employee shall report directly to, and be supervised by the holding the position of **Outcome Lead 2**. The Employee's Supervisor may change from time to time on an ad hoc or temporary basis depending on the needs of the Project, however, any permanent changes will be reflected in writing by amendment to this position description.

Position Objective, Generally Applicable Functions, and Specific Tasks

A. Position Objective

The objectives of the consultancy is to provide technical input and support for the management of Phase I and Phase II of the Energizing Education Project.

B. Specific Tasks Applicable to the Position

As directed by the Chief of Party or her designee, the Employee shall perform, oversee, and support the performance of the following specific tasks:

C. Project Management of Phase I Projects to completion which includes;

- Oversee pre-construction works (such as site clearing, fencing etc.).
- Support in getting all required approvals and tests (this include factory acceptance tests, topographical, geotechnical and geophysical reports, relevant building permits, detailed Designs for civil, electrical and mechanical works).
- Supervision of engineering design review team and project leads responsible for all phase 1 project sites
- Direct all phase I construction and installation activities.
- Develop the Operation & Maintenance Contract for Phase I projects.
- Certification of work done by verifying works performed and certifying invoices raised by the contractors.
- Ensure that all construction and installation works are in compliance and adherence with relevant code and standards.
- Identification and Clearing of all potential roadblocks that may lead to project delay and additional project cost.
- Weekly review and appraisal of contractors' activities
- Lead monthly Project Progress review meeting with contractors
- Ensure that all the on-going phase I construction activities are delivered with quality adherence on-schedule, within the scope and approved budget
- Definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility
- Track project performance and ensure alignment with the approved project schedule and identify any slip and work out catch up plans with the contractor towards project timely completion

D. Involvement In Phase II

- Involvement towards Commencement of the implementation of Phase II of the projects includes:
 - Verify existing energy audit data on phase II projects and follow-up data gathering.
 - Work with Universities' Energy Departments, identify and document practical implications of sitting power project, energy off-takers and assets.
 - Preparation of MOUs between Phase II Universities and REA.
 - Ensure all technical and financial requirements and information. necessary for the development of tender documents for phase II projects are obtained.
 - Development of Standard bidding documents for Phase II Project Sites.
- Act as liaison with Universities' Vice Chancellor's Office, Ministry of Education, Ministry of Power, Works & Housing and the Rural Electrification Agency and all other key stakeholders.

E. Deliverables

Biweekly progress report of each site

F. Level of Effort (LOE)

The LOE for this consultancy will be full time.

Commercial and Finance Advisor

Position Title

The title of this position (the "Position") is: Commercial and Finance Advisor

Project Objective

The Nigeria Power Sector Program (NPSP) is a 5-year USAID project that aims to support comprehensive reform within Nigeria's power sector: addressing gas to power challenges, competitive procurement of clean and conventional energy, utility distribution sector reform, and off-grid electricity access. Ideally, the project team will enable 10,000 MW of new-rehabilitated electricity generation capacity, and 3 million new electricity connections, enabling reliable and affordable electricity access to millions of people for the first time.

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Supervisor and Reporting Responsibilities

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Position Objective, Generally Applicable Functions, and Specific Tasks

A. Position Objective

The objective of the consultancy is to undertake the program management of Energizing Education against the client's requirements. Commencement of the implementation of phase II projects and support the identification of phase III project sites.

B. Specific Tasks Applicable to the Position

As directed by the Chief of Party or her designee, the Employee shall perform, oversee, and support the performance of the following specific tasks:

- **Project Management of Phase I Projects to Completion**
 - Undertake the program management of the Energizing Education program against the client's requirements.
 - Act as liaison with all stakeholders including the Universities' Vice-Chancellors' office, Ministry of Education, Ministry of Environment, Ministry of Power, Works & Housing and the Rural Electrification Agency.
 - Continuous engagement of all stakeholder on the progress of work done.
 - Continuous review of all contractor's pre-mobilization documents in line with executed contracts.
 - Supervision of project sites to ensure best practice are upheld.
 - Review and verify all procurement in line with agreed procurement schedules.
 - Revision of level of work done against agreed timelines.
 - Ensure all acceptance tests are carried out as at when needed, and ensure results are in line with contractual terms.
 - Liaise with the relevant stakeholder in ensuring contractors obtain all relevant permits/documents required.
 - Prepare the necessary certificates/documentation required for contractor's payments after on-site verification of the level of work done.
 - Work alongside existing financial/commercial structures which exist within the various MDG to ensure contractors payments.
 - Development of the Operation & Maintenance Contracts.

- **Commencement of the Implementation of Phase II Projects**

- Act as liaison with all stakeholders including the Universities' Vice-Chancellors' office, Ministry of Education, Ministry of Environment, Ministry of Power, Works & Housing and the Rural Electrification Agency.
- Engagement of all stakeholders towards agreeing on the terms for the execution of Phase II.
- Development and facilitation of the execution of MOUs to confirm and secure the participation of the selected universities to benefit under Phase II of the Program.
- Verification of audit data on selected universities submitted by the technical team.
- Information gathering (both financial & technical) required for the development of the necessary Tender documents.
- Ensuring the attainment of the necessary regulatory permits, approvals, certificates which include NERC permits and EIA approvals.
- Support the procurement process for identifying suppliers of IPP infrastructure.

- **Identification of Phase III Project Sites**

- Presentations, discussions as well as preparation/submission of requested documents are being done on a continuous basis with the Project Financier in order to agree on the selection for the Phase III universities.
- Draft execution plan has been shared and comments/amendments are on-going.

C. Deliverables

- Monthly report indicating
- Progress on items covered under this scope for each of the 3 phases
- List of all universities under each phase, type of project (solar/diesel etc.), no. of connections (internal staff quarters, student's hostels, surrounding neighbourhood, etc.)

D. Level of Effort (LOE)

The LOE for this consultancy will be full time.



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