

## Job Description

<b>Position Name</b>	<b>Specialist - Renewable Energy (Solar Power)</b>
Reports to	Sr. Director - Programs
Location	Mumbai/Delhi/Chennai

### About Habitat for Humanity India:

Driven by the vision that everyone needs a decent place to live, Habitat for Humanity began in 1976 as a grassroots effort. The housing organization has since grown to become a leading global nonprofit working in more than 70 countries. In India since 1983, Habitat for Humanity has supported more than 38 million people by helping them build or improve a place they can call home, build improved sanitation units and provide humanitarian aid and disaster resilient shelter solutions in the aftermath of natural disasters.

Through financial support, volunteering or adding a voice to support affordable housing, everyone can help families achieve the strength, stability, and self-reliance they need to build better lives for themselves. Through shelter, we empower.

To learn more, donate or volunteer, visit [www.habitatindia.org](http://www.habitatindia.org)

### Position Purpose:

The Specialist – Renewable Energy (Solar Power) will be responsible to support the affordable & clean energy generation in our program's core verticals viz., Housing & WASH structures, thereby helping in reducing the carbon emission and significantly contributing towards SDG 7 & 13. The position holder will be responsible for developign the SOPs and tools, and guide the implementation team and service providers appropriately for optimal result and drawing benefits. The position is expected to technically supervise and build the field-level resources, thereby ensuring that the quality measures are being strictly adhered to. Besides, it is highly expected from this position to support the internal units/departments with technical inputs and material specifications, and carry-on periodical technical audit visits to confirm the installation as per the defined standards.

### KEY RESPONSIBILITIES

- **Assess and Design Renewable Energy (solar power) components for the projects**
  - Develop the Bill of Quantities (BoQ) / Bill of Materials(BoM) & technical specifications for the renewable energy (solar power).
  - Prepare standard operating procedures (SoPs) and operational guidelines.
  - Design monitoring mechanism and reporting tools.
  - Standardise the materials based on market research and optimal value."
- **Technical Orientation, Supervision & Quality Audit**
  - Orientation to vendors and service providers on Habitat India quality standards
  - Build the capacity of the project team on technical specifications, quality control, monitoring and reporting mechanisms.
  - Support the team and the service providers with the site selection and installation.
  - Periodic monitoring of the ongoing projects to ensure quality standards, work related consistency

and timeliness.

- Conduct pre-installation & post installation site audit/inspections to strengthen the system and resources and for sign-off.
- **Lead technical discussion & support internal team**
  - Plan and share technical specification, implementation plan, budget, etc. for the development of Renewable Energy project proposals.
  - Attend/coordinate the internal and external team meetings on the renewable energy projects.
  - Coordinate with the vendors for pre-assessment and design of the system as per the project requirement.
  - Initiate monitoring mechanism in each of the projects for material quality and timely completion.
- **Affordable & Clean Energy Generation & Reduction of Carbon Emission**
  - Prepare tools for maintaining records of clean energy generation & for carbon emission reduction.
  - Research and identify potential technology advancements and integrate in new projects.
  - Develop tracking tools for each of the project and capture the related data.

## KNOWLEDGE, EXPERIENCE & SKILLS

1. Post- Graduate in Electrical Engineering
2. Additional qualification on project management is desirable

## TECHNICAL SKILLS

- Planning & Management Skills, Excellent organizational planning and analytical skills, Team Management Skills, etc.

## BEHAVIOURAL SKILLS

- Articulate the vision, Leading Change, Build and Manage Relations, Drive success and accountability, Creating innovation, etc.

## OVERALL WORK EXPERIENCE:

- 5-8 years of experience in Renewable Energy - Solar Projects

## KEY INTERACTIONS

- **Internal:** Program, Resource Development, Human Resource, Finance, Communication, HR and IT units
- **External:** HFH-Asia Pacific office, Institutions, Corporate offices, Schools and Communities

## ACTIVE SUPPORT OF HFHIN VALUES:

- Humility – We are part of something bigger than ourselves.
- Courage – We do what’s right, even when it is difficult or unpopular.
- Accountability – We take personal responsibility for Habitat’s mission."

## SAFEGUARDING

HFHIN requires that all employees take seriously their ethical responsibilities to safeguarding our intended beneficiaries, their communities, and all those with whom we work. Managers at all levels have responsibilities to support and develop systems that create and maintain an environment that prevents harassment, sexual exploitation, and abuse, safeguards the rights of beneficiaries and community members (especially children), and promotes the implementation of Habitat for Humanity’s code of conduct.

**LOCATION:** Mumbai/Delhi/Chennai

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Interested candidates should submit their application to [recruitment@habitatindia.org](mailto:recruitment@habitatindia.org) with the subject line “APP: Specialist - Renewable Energy \_ First Name, Last Name”

Kindly share the below details with your application:

1. Current CTC:
2. Notice Period: