Date: 7th December 2023

CALL FOR APPLICATIONS

IEA PVPS Communications Team Members

The Executive Committee of the International Energy Agency Photovoltaic Power Systems Technology Collaboration Programme (the "IEA PVPS TCP") invites applications for positions in the PVPS Communications Team. Either one or two positions are available; refer to part 4 for further explanation. Applications are to be submitted by January 15th 2024.

1. The PVPS Technology Collaboration Programme

The IEA Photovoltaic Power Systems Programme (PVPS) is one of the Technology Collaboration Programmes (TCPs) established within the IEA, and since its establishment in 1993, the PVPS participants have been conducting a variety of joint projects in the application of photovoltaic conversion of solar energy into electricity.

The mission statement of IEA PVPS is to enhance the international collaborative efforts which pave the way for photovoltaic solar energy as a key player in the transition to sustainable energy systems and a main contributor to meeting GHG Targets.

The overall programme is headed by an Executive Committee composed of representatives from each participating country and organization, while the management of individual research projects (Tasks) is the responsibility of the Task Managers. The tasks address key technology issues and PV applications.

The participants of PVPS carry out research, development, demonstration, analysis and information exchange related to photovoltaic power systems. This co-operative activity addresses the technical and non-technical requirements for the large-scale and sustainable deployment and operation of PV, as well as technical, economic and regulatory topics of foreseeable urgency in coming decades.

2. PVPS Communications

The core outputs of the PVPS programme are technical reports (approximately 20 per year) and national market reports (approximately 10 per year) that are produced by the Tasks. The reports are made freely and publicly available, published on the PVPS website. One of the PVPS strategic objectives is to serve as an impartial global reference on PV for policy and industry decision makers. The role of the PVPS Communications work is to increase the impact achieved with the technical reports by raising the profile of PVPS and promoting the content to a range of targeted audiences.

The Tasks engage in promotion and dissemination activities such as offering workshops and webinars producing some content in formats other than technical reports. The communications team works with the Task Managers and the report authors to assist in the synthesis and promotion of additional content via various channels. This also involves seeking and building relationships with stakeholders such as industry groups and media outlets.

The PVPS Communications Team is part of the PVPS Secretariat and is answerable to the PVPS Executive Committee, which develops and approves the communications strategy. The team currently consists of one member who is responsible for social media promotions, press releases and newsletters, as well as the PVPS Executive Secretary in a coordination capacity. The Executive Committee plans to expand the PVPS communications activities to broaden the outreach of the programme, hence one or possibly two new team members are sought.

3. PVPS Communications Position Description

The PVPS Technical and Market reports are detailed documents, written by experts, sometimes up to 100 pages in length. Each report is written for a specific target audience, which is often a technical audience (e.g. photovoltaic industry stakeholders and researchers), and the Communications Team members should work to ensure that our reports reach more people in this primary target audience. Additionally, the reports contain content and key messages that are valuable to other target audiences and stakeholders but the information needs to be presented in different formats and distributed via various channels. The Communications Team members should work with the PVPS Task Managers and report authors to create content in other formats, such as fact sheets and infographics, and work to broaden the distribution channels and reach of the PVPS programme.

The Communications Team members will be responsible for raising the profile of IEA PVPS. Partly this will be achieved by improving the content of our website and our social media channel postings, with the aim of growing our numbers of followers. Another key part of this work will be direct communications and relationship building with stakeholder organizations (e.g. IEA, IRENA, REN21) and media outlets including mainstream media as well as publications from the energy industry, finance and political sectors. The Communications Team should seek contact persons to receive our Press Releases and establish collaborative agreements where possible. For example, PVPS has established an active collaboration with PV Magazine and we envisage further similar arrangements. Other potential profile-raising activities could include the organization of PVPS programme webinars, promotional booths at photovoltaic industry exhibitions and events at photovoltaic conferences.

The goal of the PVPS Communications Team members will be to measurably improve the impact of the PVPS programme over time via several defined metrics. These metrics could include the volume of traffic to the IEA PVPS website, the numbers of downloads of PVPS reports, the numbers of followers on PVPS social media channels as well as the quality of interactions with the postings, the number of fact sheets produced and downloaded, the number of contact persons in our stakeholder distribution lists, the number and quality of external media articles published about PVPS reports, the number of webinars and other events presented by PVPS and finally, the number and nature of collaborative relationships set up between PVPS and other organizations.

The activities of the PVPS Communications Team members may include**:**

- Working closely with the PVPS Task Managers to clarify their target audiences and develop communications strategies;
- Creating content such as articles, infographics and fact sheets based on the content from technical reports and market reports;
- Coordinating responsibilities and publication timelines with the PVPS Executive Secretary and the PVPS Communications Team colleagues;
- Maintaining stakeholder email distribution lists (in Mailchimp);

- Approaching and building collaborative relationships with media outlets, technical magazines, etc;
- Creating and maintaining PVPS profiles on platforms such as Google Scholar and Research Gate to promote reports and track citations;
- Supporting with organization and hosting of workshops and webinars;
- Preparing materials and organizing logistics for outreach activities such as conference booths;
- Formatting and English language proof-reading of technical reports;
- Updating content on the PVPS website;
- Assisting with the compilation and editing of the PVPS Annual Report;
- Supporting Executive Committee delegates to develop and implement communications strategies at the national level, including updating national stakeholder contact lists.
- Responding flexibly to other communications projects and needs that arise from the Task Managers, the Executive Secretary or the Executive Committee.
- Assisting the PVPS Executive Secretary with communications and administrative activities;
- Assisting the PVPS Task Managers with communications and administrative activities.

The PVPS Tasks operate in workplan cycles of typically three years, which means there are busier periods during which more reports are published, and quieter periods during which less reports are published for each Task. The Communications Team need to be in contact with the Tasks to monitor the publication 'pipeline' and be prepared to react flexibly with appropriate communications actions when a report is finished. Ideally, the Communications Team can also be in contact with the Tasks during the earlier stages of report preparation to plan and align the relevant communications actions. The PVPS Communications Team members should have a proactive approach to time management. For example, the periods of less publications can be used to progress with compilation of stakeholder contact lists, building collaborative relationships with external organizations and organizing events.

The PVPS Communications Team shall report directly to the PVPS Executive Secretary and indirectly to the PVPS Executive Committee Chair with regards to carrying out their functions. The PVPS communications strategy is developed by the PVPS Management Board, which meets monthly, and is approved by the PVPS Executive Committee, which meets twice per year. The responsibilities and priorities for the PVPS Communications Team are subject to change according to the Executive Committee's ongoing strategic decisions. The Executive Secretary may delegate the Communications Team members to work with and assist the Task Managers with some matters.

4. Extent of Work, Time Period and Remuneration

The term of the initial contract(s) will be for 12 months with a review after a probationary period of 4 months. It is possible that the contract(s) may be renewed several times. Any decision to renew the contract(s) rests solely with the IEA PVPS Executive Committee.

The PVPS Communications Team position(s) will be flexible part-time position(s). Applicants are requested to state a desired hourly rate in Euros, including any necessary taxes. The IEA PVPS has an annual budget of up to EUR 53 000 allocated for the remuneration of this position. The number of hours to be committed per year will depend on the hourly rate. Based on the quality and details of applications

received, including the hourly rates requested and the correlated numbers of hours offered, the PVPS Executive Committee Chair will decide whether to split the allocated budget into two parts and negotiate contracts with two separate applicants, or alternatively to invite a single candidate for contract negotiations to create a single position.

The spread of hours across each week and across the months of the year can be determined flexibly by the team members, provided that responsibilities can be met. For example, it is important that the PVPS Communications Team can react in a timely manner when new reports are ready for publication. Flexible work hours can also be very useful for arranging meeting times with PVPS colleagues (including Task Managers and Executive Committee delegates) who are located in a wide range of time zones. The number of hours worked per month will be monitored and potentially readjusted depending on the remaining annual budget.

The PVPS Communications Team members will be required to submit invoices to IEA PVPS on a monthly basis for remuneration of services provided. The IEA TCPs have a specific legal structure defined by an Implementing Agreement and, as such, cannot have direct employees. Applicants are responsible for assessing the relevant legal and tax implications in their country of residence to enable the issuance of such invoices.

It is expected that the PVPS Communications Team members will provide all equipment, services and office space necessary to carry out the work. IEA PVPS will pay for subscriptions to relevant communications software tools (e.g. Mailchimp, Canva). IEA PVPS will cover costs for any necessary travel that that PVPS Communications Team members may be requested to take as a course of duty.

5. Qualifications

The following describes the skills that the applicant must possess as well as others that are desirable.

- Bachelor's degree or higher in communications, journalism or a related field.
- At least 2-5 years proven experience in a communications role.
- Demonstrated experience with report publication and promotion, social media, media relations and stakeholder outreach is essential.
- Demonstrated knowledge of publication and research software including MS Office, Mailchimp, Wordpress, Canva, Google Analytics, Google Scholar and Research Gate.
- Excellent verbal and written communication skills in English.
- Excellent project management, teamwork and time management skills.
- Graphical design skills and experience with creation of infographics, posters, pamphlets, pamphlets, and similar communications collateral are highly desirable.
- Diplomatic skills, especially regarding regional and cultural differences, are desirable.
- Knowledge of the International Energy Agency and international non-governmental organizations dealing with energy and especially renewable energy would be advantageous.
- Experience with technology and/or knowledge of renewable energy industries and markets is desirable.

Candidates should explicitly respond to these selection criteria in their written applications.

6. Application and Evaluation Process

Applicants should submit the following to the IEA PVPS Chair (Daniel Mugnier daniel.mugnier@iea-pvps.org) and Executive Secretary (Emily Mitchell secretary@iea-pvps.org), by 15 January 2024:

- a Curriculum Vitae (Resume);
- the names and contacts of up to three references;
- a motivation letter explaining why he/she believe he/she is suitable for appointment, outlining his/her qualifications and intended approach, as well as the desired hourly rate and any other information he/she considers of importance for the candidature;
- (Optional) samples of work created by the applicant in previous roles;
- (Optional) letters of recommendation, possibly from IEA PVPS Executive Committee delegates.

Applicants may be invited to attend an interview via video conference. Candidatures will be assessed based on their qualifications, experience and interview performance in conjunction with the stated desired hourly rate. The IEA PVPS Executive Committee or any duly authorized representative reserves the right to set priorities for the weighting of the assessment criteria, and vary those priorities at its absolute discretion.

The successful applicant will be notified and invited to negotiate contract details with the IEA PVPS Executive Committee Chair and Executive Secretary. Unsuccessful applicants will be notified.

7. Contact Details

Should you have any questions or require further information, please do not hesitate to contact the IEA PVPS Executive Secretary, Emily Mitchell (secretary@iea-pvps.org), who will gladly redirect your enquiry if she is unable to directly assist.