

## Public Lighting Coordinator

### Context

USAID's Tunisia Accountability, Decentralization and Effective Municipalities (TADAEEEM) is a project that aims to support the process of decentralization through improving political legitimacy of local authorities in Tunisia. TADAEEEM works to foster citizens participation in improving delivery of public services. TADAEEEM supports 33 municipalities in 12 governorates through 5 regional hubs located in Kairouan, Kef, Gabes, Tozeur and Ariana supported from the headquarters in Tunis.

### Objectives

The public lighting coordinator will support the Public lighting Technical coordinator to oversee and manage planning, coordination, implementation of activities and track mobilization of experts.

### Specific Tasks

The public lighting coordinator will take on a set of tasks as outlined below:

- Support the public lighting technical coordinator to take on day to day activities related to TADAEEEM public lighting program and related special projects
- Coordinate with regional teams to ensure mobilization of experts and track of activities and interventions as outlined in the service improvement project plans
- Review technical documents submitted by experts and ensure the quality of deliverables as per project standards
- Maintain and monitor project plans and timelines and prepare progress reports and task orders for experts' mobilization
- Organize and attend stakeholders' meetings, document and follow up on important action and decision items
- Create project timelines and ensure respect of deadlines, deliverables quality and project procedures and workflows
- Report to the public lighting technical coordinator on progress of activities

### Place of Performance

The public lighting coordinator will be based in Tunis office regularly traveling to the target municipalities.

### Reporting Requirements

The public lighting coordinator will report to the public lighting technical coordinator and collaborates closely with the regional teams.

### Qualifications

- Bachelor's Degree in Electrical Engineering or Energy engineering, a Master's degree is a plus
- Minimum 2-3 years of experience working as an electrical engineer, technical analyst or project coordinator
- Strong knowledge in power systems, electrical systems, electrical design, electricity standards and safety requirements.
- Strong analytical, communication and project coordination skills
- Good command of Arabic, English and French is a requirement
- Good writing skills and ability to write and review technical deliverables and reports