

Job Vacancy Description:
Project Operations Specialist
Reference: 22.20

1. The company

Trama TecnoAmbiental (TTA), with headquarters in Barcelona (Spain), is an international engineering and consulting firm in business since 1986 in the field of renewable energies and specialized in distributed generation and energy access for development. TTA's multidisciplinary team has comprehensive experience at both technical and management levels and has been exposed to many international projects all over the world.

With its more than 30 years of experience, **TTA offers a full range of cross-cutting engineering & consulting services** for all kinds of renewable energy and energy access projects, such as:

- *Consultancy in energy access and renewable energy projects (off-grid and on-grid).* Project identification and evaluation; Technical and Economic feasibility studies; Assessment of renewable energy sources, Engineering studies; Social and environmental impact assessments; Owners Engineering services; Preparation of technical specifications and bidding documents; Support during procurement; Construction supervision; Monitoring services; Operation and Management services; Project promotion and dissemination.
- *Engineering Procurement & Construction (EPC) of micro-grids.* Design, supply, installation and commissioning of micro-grid projects.
- *Energy efficiency and green buildings.* Evaluation, design and monitoring of energy efficiency projects; Energy auditing; Integration of renewable energies into buildings and green building practices.
- *Institutional, Policy and Regulatory Support.* Design of rural electrification policies, programmes, strategies and action plans; Policy development and planning; Development of business models and tariff schemes; Market potential assessments.
- *Capacity Building.* Capacity building and specialized trainings.
- *R&D.* Publication of articles, documents, guidelines, case studies, and presentations at international conferences.

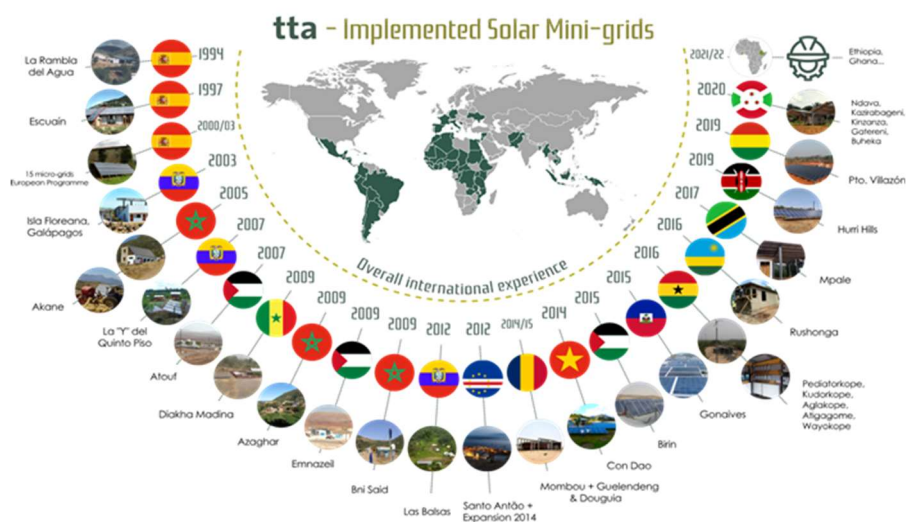
TTA is a **pioneer firm in renewable energy-based generation and solar PV Hybrid mini-grids**. At the forefront, TTA was the driving force for the implementation of the first micro-grid projects in Spain in the early 1990s, and later on applying its expertise in Latin America, Africa and the Mediterranean. TTA has implemented mini-grids as EPC contractor in Ghana, Chad, Cape Verde, Ecuador, Palestine, Morocco, etc. some of which have been operated and maintained by TTA. Having collaborated in various tasks of the International Energy Agency (IEA), TTA was awarded with the EUREC Technology Prize 2001 “for developing excellent system technology for rural electrification based on renewable energy sources, combined with an innovative, user-oriented approach for its implementation”. Furthermore, in September 2015, TTA was awarded with the Prize “Off-Grid Experts Awards” by the company Phaesun together with ARE (Alliance of Rural Electrification), for excellence in the performance in the field of Off-Grid power supply, in the Category A “product” for TTA’s “Electricity Dispenser”, an advanced meter for mini-grids.

In terms of **publications**, TTA has been the main contributor of the IRENA’s Innovation Outlook: Renewable Mini-grids (2016) and is author of the World Bank’s ESMAP Benchmarking study of Solar PV mini grids investment costs (2017 & 2018). TTA’s first hand

field experience in the Operations and Maintenance of Mini-grids has been used by IRENA's Policy Toolkit. These are just some of the latest references in which TTA has participated.

Another significant milestone in the sector is TTA's lead organization of the **International Conference on Solar Technologies & Hybrid Mini Grids to improve energy access**, a relevant sector event conducted on October 2018 in Mallorca (Spain) and which was supported by renowned organizations such as the ESMAP, World Bank, EnDev, the GIZ or SNV.

TTA's track record in the field of Renewable Energy and Rural Electrification is demonstrated by the extensive list of projects carried out around the globe for project developers, contractors, power utilities, governments as well as all major International Organizations such as the World Bank, IFC, UNDP, UNOPS, UNIDO, UNICEF, GEF, UNESCO, IDB, OAS, European Commission, AECID, GIZ, KfW, and other cooperation and development agencies, NGOs, local communities and individuals.



TTA is also a member of and collaborates with the following organizations and Groups. TTA was a founding member of the **Alliance for Rural Electrification (ARE)**.



Further detailed information at: www.tta.com.es/en

Here are some videos of our minigrid projects: <https://youtu.be/Z21tenW9YXE>, <https://youtu.be/NibFpRHk8YU>, <https://youtu.be/Pd3NCphnOs0>

2. Job description

TTA is seeking a Project Operations Specialist in order to support the TTA infrastructure and production processes. Being the reference for internal processes, knowledge management and innovative project management systems, the candidate will champion in team working, internal project management, solution scouting, and data analysis.

3. Responsibilities

- Develop and maintain a project lifecycle methodology for TTA in coordination with the management team.
- Update the current Project Management guidelines and develop new specific ones according to the methodology.
- Design and maintain the Wrike environment for Project and Knowledge management.
- Support the implementation of TTA's Action Plan as internal Project Portfolio.
- Support the creation of convenient Wrike spaces for TTA management team and specific initiatives within the company.
- Participate in bridging the gap between the ERP software and Wrike.
- Curate project management training courses and materials for the TTA team.
- Develop Wiki pages of synthesis based on PMIBOOK and other international standards
- Evangelize about the benefits of project management methods and the maximization of Wrike features use.

4. Profile

Education: Master's degree in Engineering or similar technical career, with specialization in several or any of these areas: Project Management / Innovation / Process Design / Industry 4.0 / Knowledge Management.

General experience: At least 8 years of working experience, with 5 years of experience in operations and/or automation of project processes.

Specific experience:

- Excellence in Digital Tools for collaborative teamwork and project management is mandatory, ideally experience with Wrike.
- Experience in operations management with ERPs is needed.
- Solid experience in Data Analysis and in managing heavy-data sets, excellence in excel is required. Expertise in Power BI is an added value.
- Experience in developing/deploying/testing innovative technologies in the energy sector is desirable.
- Familiarity with Spatial Data Analysis and Geographic Information Systems is an added value.
- Experience in budget management.

Languages: Fluency in English is mandatory. Good Spanish is very desirable. Catalan, French and/or Portuguese are a plus.

Competences and soft skills:

- Excellent interpersonal, oral, and written communication skills.

- Ability to establish and maintain effective working relationships with co-workers, supervisor, technical staff, and diverse team members.
- Motivated and able to work under a challenging and fast-paced environment.
- Ability to effectively prioritize workload, self-manage, and complete tasks to best meet project needs.

5. Conditions

Salary and benefits: TTA offers a multicultural and flexible working environment with remote work possibilities and flexible working hours, teamwork and constant learning. Salary or fees to be defined, depending on qualifications of the candidate.

Dedication: TTA estimates a dedication between 15 and 25 hours per week

Starting date: Immediate.

Position based in: Barcelona, Spain. Other locations could be considered for outstanding candidates.

Apply >> If you are interested in applying for this position, please click on the following link where you will find the procedure to follow (upload CV and fill-in form): <https://goo.gl/forms/i05SOg847G7bsybE3>

Only shortlisted candidates will be contacted.