

Recruitment Notice

Communications Manager USAID South Asia Regional Energy Partnership Program (SAREP) (New Delhi Based)

ABOUT ACE PARTNERS, RTI & USAID'S SAREP

[Asia Clean Energy Partners Limited \(ACE Partners\)](#) is an international consultancy that supports the design and scale-up of effective clean energy initiatives. ACE Partners provide services in the areas of market and policy research; program design and support, project coaching and preparation; mobilization of financial resources for climate and clean energy projects; and communications, network development, and convening.

[Research Triangle Institute \(RTI\)](#), an independent, nonprofit institute that provides research, development, and technical services to government and commercial clients worldwide, is implementing USAID's [South Asia Regional Energy Partnership \(SAREP\)](#).

USAID's SAREP is a flagship program to advance objectives of the U.S. Government's Clean Asia Enhancing Development and Growth through Energy (Clean EDGE) initiative. SAREP improves access to affordable, secure, reliable, and sustainable energy in six countries – Bangladesh, Bhutan, India, Maldives, Nepal, and Sri Lanka – to strengthen systems and processes, in line with the economic and energy-security priorities of these countries. SAREP has two programmatic workstreams:

1. **Workstream 1: SAREP Hub-Management and Administration** will focus on building stakeholder coordination and providing communication, outreach and programmatic support in the form of annual work planning, reporting, monitoring, evaluation, and learning.
2. **Workstream 2: Technical Services** will provide expertise to improve access to economical, reliable, and clean energy systems across South Asia through the accomplishment of four specific objectives:
 - Objective 1: enhanced regional energy markets and integration

- Objective 2: increased deployment of advanced energy solutions and systems
- Objective 3: high performing modern utilities
- Objective 4: transparent, best value procurement and private sector investment.

ACE Partners is supporting RTI in implementing USAID's SAREP program, specifically focusing on communications, outreach, and stakeholder engagement activities aligned with SAREP's objectives under Workstream 1. As part of this partnership, we are seeking an experienced **Communications Manager** to lead efforts in enhancing program visibility, fostering stakeholder coordination, and driving impactful engagement across the South Asia region.

ABOUT THE POSITION

This position is responsible for ensuring the visibility of SAREP, guiding stakeholder engagement, and for overall programmatic knowledge management. The Communications Manager will work with RTI and ACE Partners to develop a strategic communications plan and deliver impactful communications and outreach activities for SAREP and the South Asia Regional Energy Hub (SAREH), a coordination and communication platform under SAREP.

The Communications Manager is responsible for delivering and ensuring the timeliness and quality of communication support for SAREP and SAREH. This position is based in New Delhi and will work closely with USAID's SAREP Workstream 1 team and Workstream 2 team when required.

The Communications Manager will have the following specific responsibilities:

- Coordinate and work with Workstream 1 Lead to manage and deliver communication and outreach support to USAID'
- Lead the SAREH activities planned and mapped out for 2025 in consultation with WS1 Lead
- Coordinate with SAREP implementing partners from Bangladesh, Bhutan, India, Maldives, Nepal, and Sri Lanka to gather insights helpful for strategic communications and effective outreach.
- Coordinate with Workstream 2 Technical Objective Leads and with Monitoring, Evaluation, and Learning (MEL) officer to gather information needed for event communications, success stories, regional newsletter, reports, and other outreach products.

- Support the SAREP project teams in knowledge management and developing outreach and communication activities across the project.
- Support USAID's SAREH events, including webinars, online and in-person training and seminars, report launching, and high-level meetings.
- Help with the preparation of the South Asia Clean Energy Forum 2025
- Liaise with strategic partners to increase SAREP's visibility and maximize coordination.
- Deliver communications materials, including presentations, success stories, brochures, one-pagers, posters, and other publications, and facilitate their distribution.
- Coordinate and support SAREP WS1 team in reviewing other communications material developed.
- Ensure USAID branding and marking requirements are met for all SAREP materials.
- Manage the design and production of publications as needed.
- Engage with USAID to ensure understanding of SAREP's priorities and directions.
- Gather information on other international events in the energy sector to build partnerships for collaboration

QUALIFICATIONS

- A bachelor's degree in communications, journalism, or another related field is required, with a minimum of 12 years of relevant experience in communications or related fields. Work experience with USAID is preferred.
- Regional work experience in South Asia and proven ability to work collaboratively with institutional and private-sector partners and stakeholders in a multi-country setting. Experienced and with solid knowledge of the region's clean energy sector is preferred.
- Outstanding writing skills in English for reports and communications products.
- Experience in producing and delivering high-quality marketing, knowledge, and communications products.
- Experience in managing social media accounts and knowledge of best practices, and trends.
- Knowledgeable with Mailchimp (or similar applications) and publication design software (Adobe InDesign, Photoshop, Canva).
- Professional maturity and ability to communicate and effectively work with diverse stakeholders, colleagues from technical objectives, programme decision-makers, and high-level government officials.
- Experience in working with fast-paced and high-pressure environment.

ATTRIBUTES AND COMPETENCIES THAT FIT ACE PARTNERS' CULTURE

- **Results-Oriented:** Embraces a “Get Things Done” approach, driving projects and tasks to completion with accountability.
- **Commitment to Quality:** Consistently delivers high-standard work that aligns with ACE Partners’ values.
- **Attention to Detail:** Ensures precision in all operational processes and project outputs.
- **Adaptable:** Thrives in a fast-paced, evolving environment, and can navigate shifting priorities with ease.
- **Continuous Learner:** Committed to professional growth, always seeking ways to enhance skills and knowledge within clean energy and operations.
- **Clear Communicator:** Actively promotes open communication within teams and with clients, especially in remote settings, to ensure alignment and collaboration.

Position based in: New Delhi, India

Start Date: January 2025, or as soon as possible thereafter

REPORTING

The Communications Manager of SAREP will be reporting directly to the Knowledge and Engagement Team Leader of ACE Partners.

Join Our Team!



How to Apply

- Potential candidates are requested to submit their **CV** and a comprehensive **cover letter** directly to the company email address at info@asiacleanenergypartners.com, with a courtesy copy sent to Marc Tagub at marc.tagub@asiacleanenergypartners.com.
- Kindly take note of the deadline for submission which is on **10 December 2024**.
- **Additionally, it is of utmost importance to include a well-crafted cover letter highlighting your qualifications and reasons for suitability for the position.**

IMPORTANT INFORMATION

ACE Partners is helping to accelerate the clean energy transition in Asia by building insights, connecting, and convening for impact, providing high-quality support for communications initiatives, and strengthening clean energy networks. Our team spans Asia-Pacific, with staff in

Thailand, India, Australia, Philippines, Japan, and the United States. We are a diverse, cross-cultural, interdisciplinary team that works in a collegial and non-hierarchical manner. Creativity, collaboration, and learning are highly prized traits within the company, and we strive to maintain a healthy work-life balance. ACE Partners is fully committed to the overarching goal of access to clean energy in Asia.