



POSITION: Program Manager, Energy Systems Innovation (ESI)

ABOUT RAP

Regulatory Assistance Project (RAP)® is an independent, global non-governmental organisation with a mission of advancing policy innovation and thought leadership within the energy community. We are proud to be a diverse, global team connected by values that are built on passion and dedication, making a difference in the future of our world.

For more information on RAP, including our thought leadership and publications, please visit our website: <https://www.raponline.org/about>.

FLSA STATUS

Full-time salaried

REPORTS TO

Program Director, ESI

SUPERVISORY RESPONSIBILITIES

N/A; may manage vendor and consulting contracts

LOCATION

Remote, from an approved location relative to role and department. We welcome applicants whose working hours overlap with Central European Time (roughly UTC to UTC+3), for example: Europe, North Africa and South Africa. Some domestic and international travel is to be expected. RAP does not sponsor visas for this role.

JOB SUMMARY

The Program Manager is responsible for creating and maintaining the systems that allow ESI's technical experts, project leads, consultants, and partners to work effectively across multiple countries, projects, and funding streams. The role ensures that the program has the processes, information, contracts, reporting mechanisms, governance structures, and coordination tools needed to translate strategy into execution. ESI is a growing and dynamic team that provides technical assistance with a global footprint. We are looking for someone who is proactive, adaptive to change and ready to take on new and emerging challenges. ESI works across several countries and regions at once, with many funders, partners and consultants. This is a role for someone who is detail-oriented, enjoys making complex work run smoothly, and is comfortable collaborating with directors, technical experts and external partners.

ESSENTIAL FUNCTIONS

Program and Portfolio Coordination

- Coordinate and track the planning, monitoring, and reporting of all ESI projects, identifying dependencies and risks, proposing solutions and report status to the Director.
- Take part in project scoping and design, helping project leads define deliverables, timelines and budgets, then follow them through to delivery.

- Develop and maintain templates and project management systems and tools, documentation, records, and knowledge repositories to support project leads with preparation and maintenance of workplans and project roadmaps
- Provide administrative, operational, and communications support to program leadership and technical experts, including preparation of reports, correspondence, presentations, and stakeholder materials.

Contracts and Consultant Management

- Support the sourcing of consultants and maintain the ESI consultant roster and the ESI contracts register.
- Work with program staff to define scopes of work and precise deliverables.
- Manage consultant engagements throughout the full project lifecycle, including procurement, drafting contracts from existing templates, scope management, amendments, approvals, invoicing, close-out and offboarding procedures, in line with organisational procedures. Keep consultants aligned with organisational standards and expectations.
- Track timelines and deliverables, review invoices and payment requests, and coordinate with Program Director, Budget holders, and finance.
- Ensure all deliverables are stored in the respective cloud service.

Grant management

- Track grant commitments and monitor deliverables and budgets against grant objectives.
- Draft interim and final narrative reports, collecting input from staff and consultants and translating technical work into donor language.
- Support the development of grant proposals and applications as requested.
- Ensure compliance with funder requirements and restrictions, and flag gaps between commitments and delivery.
- Maintain a reporting calendar and prepare reminders well ahead of deadlines.

Stakeholder & Partner Coordination

- Serve as program liaison, under the guidance of program leadership, between program staff, consultants, funders, regulatory agencies, and other external stakeholders, facilitating effective communication and coordination.
- Support country and regional work by coordinating logistics, schedules and communication, under the guidance of the program staff leading each country or project.

Logistics & Administration

- Participate in organization and delivery of workshops, trainings, convenings, team meetings, peer reviews, technical exchanges, and other capacity building activities, including logistics, scheduling, participant engagement, materials and follow-up, in coordination with the communications team, when needed.
- Provide administrative support to the Director and the team as needed, and handle recurring tasks such as agendas, minutes and trackers.
- Propose and implement improvements to processes, templates and tools that make the team more efficient.
- Onboarding point of contact for new team members and contractors to ESI processes.

CORE COMPETENCIES

- Proactive, reliable and calm under pressure. Collaborative and approachable; builds trust with colleagues and partners. Takes ownership, raises problems early and proposes solutions.
- Experience with contracts and consultant management or the aptitude to learn quickly
- Strong organisational skills, high level of attention to detail, professional judgment, discretion, and ability to work independently in a fast-paced environment; able to manage many parallel deadlines.
- Strong interpersonal skills, comfortable working across time zones and cultures, and the ability to work effectively with diverse teams, external experts, governmental agencies, and partner organisations.

MINIMUM QUALIFICATIONS

- Bachelor's degree in public policy, international development, business administration, project management, energy, environmental studies, economics, or a related field. A master's degree is desirable. Interest in, or familiarity with, energy policy, climate, sustainability, regulatory affairs, or international development issues is highly desirable; or a comparable combination of education and professional experiences.
- 5+ years of progressively responsible experience in program or project coordination, program administration, project reporting, operations management, or a related role.
- Excellent written and spoken English; strong writing skills for reports. Experience with donor reporting for foundations and additional languages are an asset.
- Proficiency with Microsoft 365 applications and project management tools, including SharePoint, Teams, Excel, and document management systems.

COMPENSATION & BENEFITS

Base salary is determined in line with our global compensation framework and depends on the candidate's country of residence, years of relevant experience, depth of subject matter expertise and demonstrated impact. Salaries for this role are expected to range between approximately EUR 50,000 and EUR 70,000 per year (excluding benefits). Final compensation will be confirmed at offer stage.

In addition to base salary, RAP offers a competitive benefits package based on location, which includes pension contributions, generous annual leave, and other benefits designed to support employee well-being and work-life balance.

PHYSICAL DEMANDS

This role is primarily sedentary and can be performed remotely from a home-based office. The position requires the ability to:

- Work at a computer for extended periods, including typing, reading from a screen, and participating in virtual meetings
- Communicate effectively via video conferencing, phone, and written correspondence
- Occasionally travel domestically and internationally, which may involve extended periods of sitting, standing, walking, and carrying light luggage

RAP is committed to providing reasonable adjustments and reasonable accommodations to enable individuals with disabilities to perform the essential functions of the role.

Physical requirements described above are representative and not exhaustive. Individuals who require adjustments to perform essential job functions are encouraged to discuss their needs during the recruitment process. Reasonable accommodation may be provided to enable qualified individuals with disabilities to perform these functions.

RAP'S COMMITMENT TO JUSTICE, EQUITY, DIVERSITY AND INCLUSION

RAP is committed to fostering a workplace that reflects the diverse communities we serve and to advancing equity through our work. We do not discriminate on the basis of race, colour, religion or belief, sex, sexual orientation, gender identity, gender reassignment, pregnancy or maternity, marital or civil partnership status, disability, age, or any other characteristic protected under applicable law, including the Equality Act 2010 and, in alignment with global best practice, principles reflected in Title VII of the Civil Rights Act.

We are dedicated to creating an inclusive environment where all employees feel respected, supported, and able to contribute fully. We actively seek to embed equity considerations into our policies, practices, and programme work, and we encourage applications from individuals of all backgrounds, particularly those historically underrepresented in the energy sector.

APPLICATION INSTRUCTIONS

Submit your application to apply@raponline.org with the following documents by **the 12th November 2026**.

- A cover letter of maximum one page explaining your suitability for the position.
- A curriculum vitae of maximum 2 pages