



Job Description Form

Division/Department:	Technical Department
Location:	2075 El-Mearag City, Maadi, Cairo, Egypt
Job Title:	Energy Specialist
Reports to	Technical Director

Evaluation Period: After 3 months for new employees, then on a yearly basis	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	Working hours: 9:00 a.m. – 5:00 p.m. Working days: Sunday to Thursday
---	--	--

SERVICES OF INTEGRAL RISE

Integral RISE provides integrated services at the highest international standards for the following disciplines:

- Energy Audits and Energy management systems
- Resource efficiency and cleaner production solutions
- Design of renewable energy systems
- Energy planning and feasibility studies

JOB RESPONSIBILITIES

- Carry-out design of renewable energy system including PV panels and solar thermal collectors
- Produce technical reports/studies
- Carry-out energy and resources audits
- Attend/ conduct meetings that involve technical issues with concerned parties.
- Communicate with the client, whenever necessary or requested to do so.
- Immediately report to supervisor possible delays in the execution of projects or in the performance of assigned tasks and propose remedial actions.
- Ensure that all assigned tasks are fully accomplished and meet deadlines.
- Prepare and conduct technical presentations.
- Prepare a weekly updated progress report and communicate it with the Operation Team Lead.

EDUCATION AND WORK EXPERIENCE REQUIREMENTS

- 1-3 years of practical work experience in energy consulting.
- Mechanical or Chemical or Electrical Engineer with an overall grade of “very good” at least

JOB SKILLS REQUIREMENTS

- Passion towards the renewable energy and sustainability
- Passion towards contribution to the company’s growth
- Ability to communicate effectively and tactfully, both orally and in writing (English & Arabic) with customers, regulatory officials, and co-workers regarding technical and administrative matters.
- Good organizational skills and a goal-oriented approach to task completion.
- Self-motivation and the ability to work with minimal direction and under pressure.
- Willing to travel inside Egypt.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.