

Alternative Energy Promotion Centre
Terms of Reference (ToR) of Consultant Technical Assistant (5th Level)

The Technical Assistant will be responsible for day-to-day activities related to subsidy application form processing. He/She will support to conduct, including but not limited to the following tasks

- Check Subsidy Application Forms and associated documents.
- Keep records of subsidy application forms received from companies
- Upload information of subsidy application forms of various renewable energy (RE) technologies as per processing guidelines
- Phone verification from users and local levels for insuring the system installation as per requirement.
- Assist in maintaining master data and other information in subsidy management.
- Maintain filing systems.
- Organize outgoing and incoming letters/reports/memos.
- Coordinate with the consultants for maintaining and improvement of subsidy database
- Assist in documentation for monitoring and evaluation of installed RE systems.
- Operation, maintenance and improvement of the subsidy database.
- Coordinate with relevant sections for the technical issues.
- Assist in day to day activities related to subsidy processing.
- Other related tasks assigned by the section head.

Qualification and Experience:

- At least Intermediate Degree in any discipline and must have at least one year of proven experience in the field of renewable energy.