
CALL FOR APPLICATIONS: IEA SOLARPACES TCP Secretariat

The Executive Committee of the International Energy Agency (IEA) Solar Power, Thermal, and Chemical Energy Systems Technology Collaboration Programme (SOLARPACES TCP) invites applications for the **position of the SOLARPACES TCP Secretariat**.

The current SOLARPACES Secretariat will finalize its activity on 31 December 2026. An overlap with the new secretary is foreseen for the last quarter of 2026 to ensure a smooth transition.

The deadline for applications is June 20, 2026. The new secretary shall be elected until end of July 2026 and commence work ideally during the SolarPACES Conference 2026, starting September 15, 2026.

SOLARPACES Technology Collaboration Programme

SolarPACES is one of several Technology Collaboration Programmes (TCP) organized in a [framework of the International Energy Agency \(IEA\)](#). It operates as an international network of stakeholders, mostly research institutions, working in concentrating solar technologies to provide high temperature thermal energy for conversion to power, thermal and chemical processes.

For more detailed information on the SOLARPACES TCP, please visit www.SolarPACES.org.

SOLARPACES TCP Secretariat Job Description

The SOLARPACES TCP Secretariat has a key role in running the Programme. The two primary roles of the SOLARPACES Secretariat are:

1. Manage **the day-to-day business** of the SOLARPACES TCP.
2. Maintain and establish **strong working relationships** with SOLARPACES Members, other IEA TCPs, and the IEA.

The SOLARPACES Secretariat shall carry out its work under the supervision of the Executive Committee, notably the SOLARPACES Chair and Vice-Chairs. The SOLARPACES Secretariat is a member of the Executive Committee in an advisory capacity with no voting rights.

The SOLARPACES Secretariat is expected to provide responsive and dedicated service to SOLARPACES TCP during the appointment. Flexibility in hours and schedule is a requirement as meetings and other events are scheduled to accommodate all the SOLARPACES members.

The position is part-time, and the selected person or organization team is expected to demonstrate dependability and a sense of urgency in getting results and prioritize delivering work on time while maintaining the agreed-upon quality standard. A comprehensive description of the SOLARPACES Secretariat work is in Appendix 1.

Extent of Work and Time

The position is based on estimated 900 hours annually. The contract period for the service is five years (renewable) but can be cancelled mutually with a period of 6 months announcement.

Qualifications

- Be based in one of the SOLARPACES TCP's member countries¹.
- Professional working proficiency in both spoken and written English. English is the working language of the SOLARPACES TCP.
- 3+ year experience in project management.
- Comprehensive understanding of the IEA TCP ecosystem.
- Proficient in MS office or similar software tools.
- Possess sound organizational, communication, and diplomatic skills.
- Experience in editing technical and non-technical publications and communications.
- Willing to travel internationally. Attend the two annual SOLARPACES Executive Committee Meetings and any other meetings (physical or virtual) as requested by the SOLARPACES ExCo.

In addition:

- The SOLARPACES Secretariat is expected to provide all equipment necessary to carry out the work, including office space and storage for archive material and publications.
- The SOLARPACES TCP will cover all costs for official SOLARPACES TCP travel.
- The applicant must state in their application any circumstances or relationships that constitute or may constitute a conflict or potential conflict of interest with respect to this Call for Applications or the resulting SOLARPACES Secretariat appointment.

Application Process

Applicants shall submit their application on to the current secretariat by email: secretariat@solarpaces.org. The application must include:

1. Letter outlining why you should be considered for this position and other relevant information. The letter should state an **hourly rate** in EUR. The hourly rate must include overhead and taxes, such as Value Added Tax (VAT) and Goods and Services Tax (GST). EUR will be the default basis of payment.
2. Curriculum Vitae (Resume), no longer than 2 pages.
3. Three references and their contact information.

Selection Criteria

Applications will be evaluated against the qualifications noted above and the preferred criteria listed below. Competitive applications will clearly document the candidate's merits and demonstrated experience in the following areas:

- English oral and written skills.
- Skills and experience in project management as part of a team and independently.
- Communication skills, including technical and non-technical document editing.
- Understanding of international research collaboration, specifically the IEA or a similar international organization, and knowledge of the organizational issues related to IEA TCPs.
- Understanding of concentrating solar technologies and their applications and markets.
- Ability to develop innovative ideas to keep the SOLARPACES TCP at the forefront of administrative excellence, utilizing the latest information and communications technology, particularly online tools and resources.

¹ Current SolarPACES members are: Australia, Austria, China, The European Commission, France, Germany, Italy, Mexico, Morocco, Namibia, Portugal, Republic of Korea, South Africa, Spain, Switzerland, the United Arab Emirates, United States of America, KTH Royal Institute of Technology, Sweden (Sponsor member)

APPENDIX 1

Detailed SOLARPACES Secretariat Job Description

The following description highlights the primary work of the SOLARPACES Secretariat. Please note that this is not a definitive list, as what is expected of the SOLARPACES Secretariat can change depending on the needs of the SOLARPACES TCP and ExCo.

SOLARPACES TCP ExCo Meetings

- Preparing the bi-annual SOLARPACES ExCo meetings
- Liaise with host country/organization on venues and events.
- Prepare meeting agenda, gather and prepare meeting reports/presentations, and assist Chair and host during the meeting.
- Disseminate meeting papers and logistical information.
- Attend meetings and take minutes.
- Prepare and disseminate meeting minutes and action items

Other SOLARPACES TCP Meetings (typically online SOLARPACES Committee meetings)

- Set dates and venues (as required).
- As needed, prepare and circulate draft agenda and background materials.
- As needed, attend meetings and take minutes.

SOLARPACES TCP Events (Conferences, Workshops, Webinars)

- Assist in managing and planning SOLARPACES TCP events, especially the annual [SolarPACES conference](#). Participation in the preparation of plenary and technical programme, support abstract reviewing and full paper reviewing in close collaboration with the conference chair and the conference organizer (Conexio-PSE).

SOLARPACES TCP Members

- Maintain membership records.
- Maintain regular communication with existing and potential new members (including physical contacts at meetings, conferences, etc.).
- Support the SOLARPACES ExCo and Chair on new member outreach.
- Communicate with potential new TCP members. Guide new members through the membership process, prepare documents required by the IEA, and maintain communication with the IEA.

SOLARPACES TCP Finances

- Liaise with the SOLARPACES TCP account manager.
- Send annual SOLARPACES TCP Common Fund invoices and follow up on outstanding contributions.
- Approve the payment of incoming invoices.
- Prepare draft annual budgets, budget reports, and FY financial summaries for review and approval in SOLARPACES TCP ExCo meetings.

SOLARPACES TCP Matters and Advice

- Provide general support, advice, guidance, and cooperation with the SOLARPACES TCP's Chair and Vice-Chairs, Executive Committee (ExCo), and Task Managers on SOLARPACES TCP and related matters.
- Engage with SOLARPACES ExCo members and encourage strong ExCo member involvement.
- Prepare TCP documents as requested by the IEA, including the SOLARPACES Annual Briefs, End of Term Report, Strategic Plan, IEA/Working Party meeting reports/presentations, and TCP presentations.

SOLARPACES Task Managers

- Maintain ongoing communication with Task Managers and support their work as needed.
- Coordinate the review of Task publications.

SOLARPACES TCP Information Dissemination

- Other SOLARPACES TCP Publications: Write/edit and disseminate press releases and other promotional materials.
- SOLARPACES Website: Supervise, with the support of the SOLARPACES ExCo, the SOLARPACES TCP website content management.
- SOLARPACES Social Media Accounts: Supervise posting of SOLARPACES TCP news on the TCP's LinkedIn and X accounts. Support response to social media posts. Track engagement of the SOLARPACES TCP social media accounts.

SOLARPACES TCP Cooperation with IEA and Other Partner Organizations

- Foster SOLARPACES TCP outreach with the IEA and other relevant TCPs.
- Prepare reports for the IEA Renewable Energy Working Party.
- Work with the IEA Legal Office on TCP policy issues and new member procedures, and work with other IEA divisions as needed.
- In collaboration with the SOLARPACES ExCo Members and Task Managers, organize or participate in meetings with the IEA, other IEA TCPs, and international and national organizations to develop seamless cooperation and possible joint projects while strengthening the SOLARPACES TCP.

SOLARPACES TCP External Relations

- Respond to all inquiries from the public and the press.
- Follow specific issues and trends.

Please note that any questions related to this call should be submitted to secretariat@solarpaces.org