5 Month REN21 consulting assignment on the preparation of SAIREC

REN21, the Renewable Energy Policy Network for the 21st Century, is seeking a consultant to support preparations of SAIREC, the South African International Renewable Energy Conference (SAIREC) which will take place from 4-7 October 2015 in Capetown/South Africa. After a short training at REN21 in Paris, the selected consultant will be seconded to the Department of Energy (DoE) in Pretoria. His/her task will be as follows:

Responsibilities
- Provide research support for the development of the SAIREC programme development
- Work closely with DoE on conference speaker invitation & liaison
- Provide support to DoE concerning VIP conference invitations
- Ensure effective communication between the REN21 Secretariat and DoE/SANEDI
- Liaise with the event manager on SAIREC related issues
- Coordinate the REN21 networking area at SAIREC
- Attend SAIREC and assist with conference follow-up

Requirements
- Educational background: political science with a focus on renewable energy, social science, economics or similar
- Excellent written and oral English skills; other languages are a valuable asset
- Diplomatic skills and experience working as part of a multi-cultural international team
- Familiarity with IRECs
- Well-organised, ability to work under pressure with tight deadlines
- Excellent reporting skills

To apply, please send a CV and a covering letter outlining your suitability and interest in the position at the latest by 5th June to secretariat@ren21.net. The position is based in Pretoria (with some travel to Cape Town) and will start 15 June (2 weeks in Paris) and as of 29 June in Pretoria. The successful candidate will work under a 5 months consulting contract. Please mention “REN21 consulting assignment on the preparation of SAIREC” in the e-mail header. Only short-listed candidates will be contacted. The successful candidate would have a legal right to work in France. The working language of REN21 is English.

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1 Initiated at the renewables2004 conference in Bonn, IREC is a high level political conference series dedicated to renewable energy policy worldwide. Dedicated exclusively to the renewable energy sector, IRECs are hosted by alternate Governments every two years and convened by REN21. IRECs act as a common platform for government, private sector and civil society leaders to jointly address the goal of advancing renewable energy and has provided the impulse for several momentous initiatives over the past decade. REN21 is a lead international partner of the host country, and supports the host in planning and organising the IREC. SAIREC is hosted by the Government of South Africa and co-organised by the Department of Energy of South Africa, SANEDI and REN21.