

---

## Vacancy Notice

### REN21 Community Manager

REN21 is looking for a Community Manager to support its Secretariat in Paris. REN21's strength comes from its multi-stakeholder network of experts that are geographically diverse and represent a wide variety of sectors. REN21's activities and projects build on the collective knowledge and insights of these key players to advance the global transition to renewable energy. The network is also key in promoting renewables, creating discussion and debate how renewable energy can drive the clean energy transition.

#### Responsibilities

- Community/Network Management: manage and build REN21's community in sustainable energy and related sectors, including:
  - liaising and engaging with the network to create a collaborative spirit and mobilise experts to participate in REN21 activities;
  - identifying new experts, multipliers, and strategic partners through stakeholder mapping, benchmarking, and communication channels;
  - stimulating the REN21 community by developing services aimed at the REN21 community and creating activities and events in which they can participate;
  - managing and implementing community management tools.
- Communication: facilitate communication within the REN21 community and with external parties including:
  - increasing the awareness about possibilities to engage in REN21 activities;
  - facilitating exchange and collaboration within the REN21 community;
  - supporting REN21's institutional communication and outreach.
- Research/project support: assist with project development and management including:
  - supporting project managers by involving the REN21 community in new projects;
  - managing the interface between the REN21 community and REN21 projects/activities, i.e. to drawing on the community and its knowledge to shape and contribute project/activities
  - assisting with project management.

#### Requirements

- **An academic degree** (masters or equivalent) in economics, business, political science, engineering, communications or other related field;
- At least **two years** of relevant professional experience (energy, environment and/or development);
- Good **understanding** of a broad range of **energy-related issues**;
- Outstanding **communication and networking skills** with ability to motivate and engage others;

- Excellent command of **English**, verbal and written. Knowledge of German and French would be an asset;
- Strong **computer literacy skills**, including the use of community management tools;
- Ability to work independently as part of an **international team**; and
- Comfortable with new ideas and approaches, pragmatic, flexible and open to diversity.

To apply, please send a CV with a cover letter, outlining your suitability and interest in the position by 28 February 2018. Applications should be sent to [secretariat@ren21.net](mailto:secretariat@ren21.net) with the title “REN21 Community Manager” in the e-mail header. The successful candidate will ideally start in April 2018. The post is based at the REN21 Secretariat based in Paris.

### About REN21

REN21 convenes international multi-stakeholder leaders to enable a rapid global transition to renewable energy. REN21 promotes renewable energy to meet the needs of both industrialised and developing countries that are driven by climate change, energy security, development and poverty alleviation. The overarching goal of REN21 is the promotion of policies that will increase the wise use of renewable energy worldwide. In order to achieve this objective, REN21 encourages action in three areas: policy, advocacy, and exchange. For more information, visit [www.ren21.net](http://www.ren21.net)