

JOB OPENING: ADMINISTRATION, GRANT MANAGEMENT & ACCOUNTING

6 months, Full-time, Ongoing until the successful candidate is found

ABOUT REN21

REN21 is the only global renewable energy community of actors from science, governments, NGOs and industry. We provide up-to-date and peer-reviewed facts, figures and analysis of global developments in technology, policies and markets. Our goal: enable decision-makers to make the shift to renewable energy happen – now.

REN21 creates an enabling environment to support renewables: REN21 offers a platform for a variety of stakeholders to engage and collaborate. Armed with knowledge and tools, supported by a culture of dialogue and debate, and augmented by new ecosystems, this community of change strategically drives the deep transformations needed to make renewables the norm.

www.ren21.net

POSITION DESCRIPTION

If you are self-motivated, can multi-task, and enjoy working in a fast-paced environment, we are looking for you! REN21 Secretariat is seeking administrative, grant management and accounting support, a team player, **staff or freelancer**, who enjoys a variety of administrative and accounting tasks and will work as part of the three-member administration team.

The administration team oversees managing the day-to-day management of REN21 in the following areas: grant management, contracting & procurement, finance & accounting, human resources & payroll, and its information management systems. As part of the team, you will assist the smooth running of the Secretariat.

MAIN RESPONSIBILITIES

Grant Management

- work with REN21 staff and key stakeholders to ensure proper monitoring of grant progress by collect data and compile reports according to funder's requirements: e.g., timesheets, financial statements, narrative progress reports & final reports
ensure that grants are delivered on time and on budget and that all reports are submitted on time.

Procurement & Contracting

- assist in drafting call for proposals, contracts and procurement notes
review guidelines from HR and procurement to reporting to develop best practices

Accounting

- itemise and submit payment requests
- keep accounting and activity records up-to-date, using REN21 accounting system and spreadsheets
- support external audits

HR

- assist in hiring processes
- process personnel expenditure claims and assist in tracking of overtime and vacation schedules

APPLICANT PROFILE

Must have a minimum of 2 to 3 years' work experience in administration, account payable or bookkeeping setting. You also:

- have secondary education in administrations, accounting, or other relevant appropriate branch of study

are familiar with grant management and reporting (previous experience with Bafa, GIZ, European Commission funding is considered a plus)

- have a good attention to detail, an eye for accuracy proficient in finding resolutions to problems and can learn quickly various institutional procedures and processes
- are proficiency in English and German (bilingualism is a plus)
- can use a variety of IT and collaborative tools (Office Pack/ Sharepoint/Slack...)
- can work/telework independently with minimal supervision

WHAT YOU WILL FIND AT REN21

We are a small, dynamic team dedicated to the rapid uptake of renewables. We are based in Paris, work in English and come from around the world. We work in an agile, project-based environment; while each team member has a key set of responsibilities, we work collectively to make the shift to renewables happen – now. The REN21 team works in person at the Secretariat in Paris, with up to two days working from home per week. Salaries are market-based (c.f. APEC salary grid).

APPLYING.

[Please click here to fill out our online application form.](#) All your application materials should be in **English**. When you upload your documents, make sure the files are named according to the following format: Last name_First name_CV and Last name_First name_Letter.

Ongoing until the successful candidate is found. Please note that only short-listed candidates will be contacted.