

JOB OPENING:

RENEWABLES IN HEATING & COOLING / ENERGY SYSTEMS PROJECT MANAGEMENT AND RESEARCH COORDINATION

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

REN21's activities build on a broad and cross-sectoral community and are centred around crowd-sourced knowledge, dialogue and debate, and communication activities. REN21 thrives for a strong integration of those activities to position renewables more effectively.

As part of REN21's knowledge team, REN21 is seeking a new team member to **co-lead on REN21's knowledge activities** and **lead on the renewables in heating & cooling and/or energy systems**. Centred around the production of REN21's knowledge products (reports, briefs, fact sheets), the successful candidate will be responsible for project management, research coordination and community engagement and will support REN21's knowledge-based communications activities. This is a full-time position, based in Paris, France at the REN21 Secretariat office (3 days per week).

MAIN RESPONSIBILITIES

- **Project Management:**
 - As part of the knowledge team, coordinate the production of REN21 knowledge products (reports, in particular the Global Status Report series; briefs; fact sheets) along the full production cycle: planning, content production, community engagement, editing, design, outreach
 - Participate in the day-to-day management of the production process, including setting and monitoring of milestones, timeline, etc.
- **Research Coordination**
 - Monitor policy, investments, industrial and market trends and strategically develop REN21's knowledge activities, particularly on renewables in transport

- Participate in defining and further developing REN21’s renewable energy tracking; integrate renewable energy indicators into REN21’s data collection process and databases
- Research and analysis: identify research needs; coordinate REN21’s internal research; manage data collection (surveys, interviews, etc.); authoring of chapters’ sections
- Ensuring that REN21’s knowledge approach and quality standards are ensured throughout REN21’s activities (carrying out critical review of texts, figures, tables, and additional chapter contents etc.)
- **Community building and engagement**
 - Develop and maintain a diverse network of partners and contacts across sectors and specifically in the transport eco-system(s)
 - Identify and mobilise the community (contributors, collaboration partners) to engage in REN21’s crowd-sourced/collaborative knowledge building activities
 - Interact with REN21 partners (IEA, IRENA, World Bank, industry associations, NGOs, regional organisations, etc.) on renewable energy research and data
- **Communications - Strategic positioning of renewables**
 - Support REN21’s knowledge-based outreach and communication: provide evidence, ‘voices’, talking points; authoring of blogs and posts
 - Work with the communications team to develop targeted narratives that allow to strategically position renewables
 - Present REN21 reports and products at events, conferences, workshops, etc.
- **Topical lead on renewables in heating and cooling and/or energy systems**
 - Monitor relevant trends, players, events, processes in the heating and cooling eco-system(s) (buildings, cities, districts, industry etc.) and/or energy systems (sector integration, grids, storage, digitalisation, etc.) sharing insights to strategically position renewables
 - Undertake qualitative and quantitative analysis of heating and cooling / energy systems and associated topics for inclusion in REN21 knowledge products

APPLICANT PROFILE

The ideal candidate is a versatile team player with high level of strategic and systems thinking, sound judgment, and strong interpersonal skills is not afraid to ask questions, challenge the status quo and introduce new ideas when appropriate. Track record as an energetic, flexible, self-starting team player with the ability to foster a strong level of engagement across the team and networks.

We therefore require:

- At least eight years of professional experience – five of which in private sector or strategic consulting - in the field of energy, environment, development and/or climate
- Creativity, curiosity and the courage to explore new topics and present new ideas
- Strong organisational skills with outstanding attention to detail
- Strong analytical skills, systems/integrated and goal-oriented approach
- Leadership skills to build and lead a community of partners
- Self-starter: ability to independently meet deadlines and handle multiple time-sensitive tasks and competing priorities
- Ability to thrive in a collaborative environment and work with research and outreach teams
- Excellent communication (written & oral) and interpersonal skills

The following are desirable :

- Advanced university degree(s) in a relevant discipline, such as political science, economics, finance or business or similar, preferably with specialisation in energy. An understanding of the overall energy sector (production of energy, transformation, end-uses, energy policy) and its history is an advantage
- Knowledge of German and French are a plus

The position is full-time and based at the REN21 Secretariat in Paris, to start as soon as possible. The working language at REN21 is English.

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.

The deadline for submissions is Wednesday 31 August 2022 – 11:59PM CEST.

Please note that only short-listed candidates will be contacted.