

## **JOB OPENING:**

### **PROJECT AND COMMUNITY MANAGEMENT - AFRICA**

Timeline: 18 months, Last quarter of 2023 - February 2025

#### **ABOUT REN21**

REN21 is the only global renewable energy community of actors from science, governments, NGOs and industry. 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](http://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.

REN21 is seeking a new team member to **coordinate the Secretariat's Africa projects**. As part of REN21's activities, REN21 is working to strengthen the renewable energy community across the African continent by creating a supportive multi-stakeholder environment. The activities are centred around convening and connecting a community of changemakers and supporting them with communication activities to use in their areas of influence.

The successful candidate will be responsible for the overall project management and community development of REN21's Africa work. You will work in close collaboration with the communications, community, strategic intelligence and knowledge teams. You must feel comfortable working in a collaborative and dynamic environment.

This is a temporary (18 months) full-time position (staff or consultant) based in Paris, France at the REN21 Secretariat office, to start last quarter of 2023. If selected, you would be expected to start as soon as possible. There is a possibility of extension pending on funding and results delivered. The working language at the Secretariat is English.

#### **MAIN RESPONSIBILITIES**

- **Project Management:**
  - Responsible for the day-to-day management of activities with the Africa community, including setting and monitoring projects milestones, timelines, reporting, etc.
  - Manage the African community database
  - Establish and convene an African Advisory Group consisting of key organisations across the region to provide guidance on approaches and activities.
  - Support fundraising activities for REN21's work with the Africa community.
  
- **Convening - Community building and engagement**
  - Develop and maintain a diverse network of partners and contacts related to renewable energy in Africa across relevant topics
  - In collaboration with the community team, explore and implement ways and tools to broaden, deepen and mobilise a community of changemakers on renewables in Africa.
  - Develop and implement the RENdez-Vous Africa series.
  - Identify and convene small expert sub-group for each thematic block identified to provide guidance on approach and activities
  - Support and position renewable energy dialogues across African and global events.
  
- **Communication and positioning of renewable energy voices**
  - Support/coordinate the development and implementation of campaigns on renewable energy in Africa.
  - Produce RENdez-vous Africa (event series) roundups and complementary knowledge products (such as newsletters).
  - Support REN21's knowledge-based outreach and communication activities with data and content from the community

## APPLICANT PROFILE

The ideal candidate is a versatile team player with excellent project management skills, a high level of strategic and systems thinking, sound judgment, and strong interpersonal skills. They are 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.

### Applicant requirements:

- Between three and five years of professional experience in project management, preferably involving network and community development, in the field of energy, development, environment and/or climate.
- Experience working in Africa or with African organisations/partners with a knowledge of African contexts and diverse economic/social realities.
- Experience using CRM.
- Strong organisational skills with outstanding attention to detail.

- Leadership skills to build and lead a community of partners and networks.
- Self-starter: ability to independently meet deadlines and handle multiple time-sensitive tasks and competing priorities.
- Excellent English communication (written & oral) with professional working proficiency in French – as to liaise with French-speaking African counterparts.

The following are desirable:

- Advanced university degree(s) in a relevant discipline, such as sustainable development, political science, economics, renewable energy or similar. An understanding of building networks and working with stakeholders is desirable.
- Other languages spoken in the region are a plus.

## 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 29/09/2023 – 11:59PM CET.**

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