

## Vacancy Note

### Project Manager and Analyst – Renewables in Cities

**We are looking for a new full-time staff member.** If you like **working in a team** and **have experience** in the private sector, in developing and/or emerging economy country issues or in urban planning, **then this could be the job for you!**

#### 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 transition to renewable energy happen – now. For more information, visit [www.ren21.net](http://www.ren21.net).

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#### Position Description

REN21 is looking for a **Project Manager and Analyst** to join the project and research team in the REN21 Secretariat, that produces the *Renewables in Cities Global Status Report (REC-GSR)*. The first edition of this new report was published in late 2019 ([www.ren21.net/cities](http://www.ren21.net/cities)).

#### Main Responsibilities

- **Project management and research coordination:** Work collaboratively in the project and research coordination team to manage the production of REN21's *Renewables in Cities Global Status Report (REC-GSR)*:
  - ✓ Coordinate production of specific REC-GSR chapters with authors and advisors, including facilitating collaboration between authors, special advisors, and contributors; developing chapter outlines; identifying/incorporating trends; carrying out critical review of texts, figures, tables, and additional chapter contents, etc.
  - ✓ Participate in the day-to-day management of the REC-GSR production process, including setting and monitoring of milestones, timeline, etc.
  - ✓ Research and analysis: identify research needs; coordinate REN21's internal research; manage data collection (surveys, interviews, etc.)
  - ✓ Identify and mobilise new contributors and collaboration partners
- **REN21 data and analysis:**
  - ✓ Participate in defining and further developing REN21's renewable energy reporting; integrate renewable energy indicators in cities into REN21's data collection process (data collection questionnaires) and databases; contribute to the management of REN21 databases
  - ✓ Undertake qualitative and quantitative analysis of energy in cities issues for inclusion in REN21 publications, especially the REC as well as other REN21 reports
  - ✓ Support REN21's knowledge-based outreach and communication

- Interact with REN21 partners (IEA, IRENA, World Bank, industry associations, NGOs, regional renewable energy and energy efficiency centers, etc.) on renewable energy research and data
- Present REN21 reports and products at events, conferences, workshops, etc.

### Profile Required

- Advanced university degree(s) in a relevant discipline, such as engineering, urban planning, economics, or similar. An understanding of the overall energy sector (production of energy, transformation, end-uses, energy policy) and its history is an advantage
- Minimum three years' experience in analysis and research, preferably within an energy and/or sub-national/cities context
- Must have work experience in the private sector, in developing and/or emerging economy country issues or in urban planning
- Excellent written and spoken English and proven experience drafting reports in English; other languages are an asset
- Good knowledge of data management and analysis
- Excellent level of computer literacy: fluency in EXCEL is critical; including the use of databases
- Ability to work in a fast-paced, international environment and dynamic team
- Creativity, solid analytical approach, autonomy and the courage to present new ideas, and interested in challenging existing boundaries and processes

The position is full-time and based at the REN21 Secretariat in Paris, to start as soon as possible. The contract duration is **one year**, with the possibility of extension. **Please indicate in your application whether you have the legal right to work in France.** The working language at REN21 is English.

To apply, please send a CV and a cover letter outlining your suitability and interest in the position to [secretariat@ren21.net](mailto:secretariat@ren21.net). **Deadline for submissions has been extended to Sunday 5<sup>th</sup> April 2020, midnight CEST.** Please include “**REN21 Project Manager and Analyst: Renewable Energy in Cities**” in the e-mail header. Please note that only short-listed candidates will be contacted.