



Job Title: International Coordinator- ACCESS Coalition

Salary (inclusive of benefits): USD 40,000 per annum

Contract: 24 months, renewable for one year

Location: Nairobi, Kenya. *For truly exceptional candidates, remote working from another location may be considered.*

Candidate Profile

The Alliance of Civil Society Organizations for Clean Energy Access (ACCESS), a global coalition of civil society organizations and practitioners, is looking for an International Coordinator to deliver our mission of advocating for people living in poverty to have access to safe, reliable and affordable energy, and for environmentally sustainable and efficient energy systems globally. You will be a dynamic and passionate advocate for energy access, excited about taking the Coalition to the next level. You will have strategic leadership skills, experience in coordinating networks and managing small teams. You will be happy managing your own workload, with the ability to identify new opportunities and develop partnerships, but also skilled in working collaboratively and also managing relationships remotely. You will be experienced in engaging with decision-makers and other stakeholders, and comfortable with working in an international setting with people from a range of cultural backgrounds and nationalities.

Candidate role

You will be responsible for delivering on the objectives and three-year global strategy of ACCESS, including institutional development and fundraising. This will include leading the development of regional workplans and overseeing their implementation, acting as a focal point for the Coalition and representing ACCESS at events and meetings as required. You will work closely with the Memberships and Communications Officer and with the Coordination Group of ACCESS and Board members.

Application Process

To apply, send your CV and a short supporting statement (max. of 400 words) outlining your suitability for this role and why this role interests you : recruitments@kccwg.org.

Closing date for applications: Friday, 12 October, 2018 (11.59pm EAT)

Background

Founded in 2014, ACCESS has grown rapidly to its current membership to 65 organizations. Most ACCESS members are based in sub-Saharan Africa and developing Asia or are international NGOs with projects and partners in these regions. After successfully obtaining major new funding, ACCESS is looking for a new International Coordinator to support implementation of a three-year global strategy including development of a knowledge and capacity building workstream. The new Secretariat will comprise the International Coordinator and a Membership and Communications Officer managed by the International Coordinator. The International Coordinator will also work with regional coordinating organizations based in East, West and Southern Africa, supporting them to develop complementary national/regional advocacy strategies. The Coordinator and Membership and Communications Officer will be hosted and supported by ACCESS member, Kenya Climate Change Working Group (KCCWG), and the post will be based in Nairobi, Kenya.

KCCWG is an equal opportunities employer and does not discriminate candidates based on their gender, age, race, origin or nationality.

For further information on ACCESS, see here: www.access-coalition.org or contact: coordinator@access-coalition.org. Further information on KCCWG is available here: www.kccwg.org.

Key Responsibilities

The International Coordinator will be responsible for delivering on the objectives and three-year global strategy of ACCESS, including institutional development and fundraising. This will include leading the development of regional workplans and overseeing their implementation, acting as a focal point for the Coalition and representing ACCESS at events and meetings as required. The International Coordinator will work closely with the Memberships and Communications Officer and with the Coordination Group of ACCESS and Board members.

Lead delivery of the global strategy

- Ensure successful delivery of ACCESS' three-year global strategy, with support from the Host organization (KCCWG) and the Coordination Group.
- Lead on development of annual workplans with performance indicators and ensure regular reporting on progress to the Coordination Group and the Board.

- Support the three thematic working groups (on advocacy towards SDG7 and AfDB, and on knowledge and capacity building), working with the leads of these working groups.
- Organize/ lead regular meetings of the Coordination group and the working groups. Act as focal point for engagement with key external networks and initiatives (including SEforALL, Shine Campaign, AfDB CSO coalition) and represent ACCESS at key events and meetings, as required.
- Identify opportunities for members and partners to carry out advocacy and showcase their work at international level, working with the Coordination Group.

Institutional development and fundraising

- Lead strategic planning to develop the Coalition's work including carrying out/commissioning context analysis or strategic research.
- Identify new strategic partnerships to support and scale up member advocacy around energy access.
- Identify new funding opportunities and write funding proposals, working with CG and other members.
- Manage funding obtained for activities, as agreed by the CG; working with the KCCWG Finance and Administration support team and ensuring timely reporting to funders.

Strategic support for regional coordination and member activities

- Ongoing strategic support for the three regional coordinating organizations in their development and implementation of regional strategies, including fundraising.
- Regular communication with the 3 regional nodes to monitor and evaluate progress on agreed objectives and deliverables in each region.
- Support planning and delivery of ACCESS activities at key regional advocacy moments.
- Working with the regional coordinating organizations and working groups, support organization of national meetings, roundtables and training events for ACCESS members, as agreed within regional/national strategies.

Strategic communications and membership engagement

- Manage the work of the Membership and Communications Officer, including ensuring development of a communications and membership strategy for the Coalition, and support for the Membership and Communications Working Group.
- Ensure delivery of regular updates of ACCESS advocacy activities, and relevant member and partner activities and events through the website, newsletter, mailers and social media.

- Work with the Coordination Group and the Membership and Communications Officer to produce ACCESS statements, policy positions, press releases and other documents for use at relevant international events.

This list of duties and responsibilities is by no means exhaustive and the post holder may be required to undertake other relevant and appropriate duties as required. This role will involve travel of up to six weeks annually.

Essential Experience and Skills

- Educated to Master's degree level in a relevant field such as energy, international development, environment/natural resources management, economics/sociology or related areas.
- Minimum three years' experience working on issues related to energy access for poor and vulnerable groups, with expertise in international development, energy and climate change or other relevant policy areas.
- Proven experience of coordinating advocacy networks or with transferable skills in terms of coordination and network management, particularly coordination of members across the North and South.
- Experience of strategic advocacy development and skilled in influencing towards a range of stakeholders.
- Fluency in English with excellent written and oral communication skills,
- Experience in using a range of conventional and new media.
- Experience in managing small teams
- Experience of successful fundraising, including managing funder relationships
- Experience of managing databases & online communication tools
- Experience of working in a developing country and with people of different nationalities and cultural backgrounds.

Desirable

- Practitioner experience in planning and delivery of energy services or in energy access investing
- Experience of carrying out research in energy access or related fields
- Fluency in French