



## VACANCIES

### 1. COMMUNICATIONS AND ADVOCACY MANAGER 2. PROGRAMME OFFICER

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#### ORGANISATION DESCRIPTION

Founded in 2014, the Alliance of Civil society organizations for Clean Energy Access (ACCESS) is a global coalition of over 70 CSOs and practitioners. Our Mission is to advocate for people living in poverty to have access to safe, reliable, affordable energy, and for environmentally sustainable and efficient energy systems globally. Most ACCESS members are practitioners and civil society groups based in sub-Saharan Africa, with some members working in Asia, in countries with high levels of energy poverty. The Coalition's advocacy priorities are centred around three key work-streams which are; (a) ensuring inclusive SDG 7 implementation; (b) carrying out advocacy and engagement with multi-lateral development banks (MDBs), namely the Africa Development Bank (AfDB) and the World Bank Group (WBG); and (c) building member and external stakeholder knowledge and capacity building around energy access issues through the ACCESS Learning Group.

#### BACKGROUND INFORMATION

In 2019, the ACCESS Secretariat moved to Nairobi where it is currently hosted by the Kenya Climate Change Working Group (KCCWG). As the host organization, KCCWG is mandated to provide support to the Coalition and to coordinate ACCESS activities in Kenya and the wider East Africa region. Seed funding was also obtained for members located in Sub-Saharan Africa to self-organize around regional hubs in East, West and Southern Africa to advance the Coalition's advocacy priorities.

We are now seeking to fill two new positions, namely:

- 1. Communications & Advocacy Manager**  
*Salary: (inclusive of benefits): USD 24,000 per annum*
- 2. Programme Officer**  
*Salary : (inclusive of benefits): USD 18,000 per annum*

Both positions are offered on a contract basis ( 1 year) and will be based at the ACCESS Secretariat in Nairobi, Kenya.

#### 1. COMMUNICATIONS AND ADVOCACY MANAGER

##### Your Role

The Communications and Advocacy Manager reports to the International Coordinator. You are responsible for leading development and implementation of regional communications strategies. You are also responsible for developing and implementing the ACCESS East Africa Regional advocacy strategy, with a main focus on Kenya, in line with the three advocacy priorities of: (a) implementation of SDG 7; (b) engagement with the African Development Bank (AfDB) and World Bank Group (WBG) in

Kenya/East Africa; (c) Knowledge and capacity building on energy access issues working in collaboration with the Programme Officer and the International Coordinator.

## **Your profile**

You are an experienced communicator with a passion for development issues. You have over 7+ years' experience in leading/delivering communications for civil society organisations or other agencies working in the field of energy, international development, climate change issues or other relevant fields. You are an expert at effectively communicating to different internal and external audiences and will be able to develop and deliver compelling messaging to support the ACCESS Coalition's activities. You also have experience in carrying out advocacy in the fields of energy, climate change, development or other relevant sectors and are skilled in networking with a range of stakeholders.

## **DUTIES AND RESPONSIBILITIES**

### **Communications: 60%**

1. Developing and implementing the ACCESS global and regional communications strategies.
2. Ensure regular and effective communication with diverse external audiences to promote ACCESS advocacy, learning and capacity building and other activities using relevant platforms such as newsletters and social media.
3. Work with the International Coordinator and the ACCESS Coordination Group to develop and deliver targeted communications packages for specific ACCESS events nationally, regionally and internationally, including workshops, conferences (e.g. SEforALL Forums, AfDB meetings, etc.) This includes developing products such as press releases, briefings, tweets and blogs.
4. Provide strategic advice on communications to the ACCESS Learning and Capacity Building Group, SDG7 & AfDB/World Bank Working Groups and to the Regional Coordinating Organizations (RCOs) as part of their strategy development.
5. Liaise with communications teams and member organizations to support alignment of messaging and identify opportunities for partnerships with other external organizations.
6. Support the International Coordinator (IC) in identification of new strategic partnerships to support and scale up ACCESS activities - in focus regions (East, West and Southern Africa).
7. Identify and develop opportunities for members to showcase and communicate their work at events, conferences etc. and actively participate in online discussions on energy access to popularise the Coalition's work.

### **Advocacy and stakeholder engagement: 40%**

1. Development and implementation of ACCESS regional advocacy strategy for the East Africa region, ensuring strategic alignment with the strategies developed and implemented by the Regional Coordinating Organizations.
2. Support international and regional advocacy activities as required, including delivery of workshops and other activities, working with International Coordinator and the Programme Officer.
3. Support the preparation of external reports (including research reports and other briefings) and develop communication strategies for these outputs.

### **Qualifications and Skills**

1. Proven experience (minimum seven years) in strategic communications/marketing and stakeholder engagement in the field of energy, development, climate change and other related sectors.
2. Holder of a Bachelor's degree in the relevant fields such as mass communication, media, journalism, development/energy policy with a communications specialization.

3. Experience working in international coalitions, preferably with civil society organizations from the Global North and Global South.
4. Fluent English with excellent written and oral communication skills.
5. Expert in production of communications packages for a range of different audiences and using conventional and new media including online communication tools such as mail chimp.
6. Skilled in website management and development, including word press and/or similar platforms.

## **2. PROGRAMME OFFICER**

### **Your Role**

The Programme Officer (PO) reports to the International Coordinator. You undertake administrative and logistical support for the delivery of all ACCESS Secretariat activities. You will also take lead on membership engagement, support and fundraising. Finally, you will provide support for advocacy activities as required.

### **Your Profile**

You have proven experience of managing projects/programmes, including financial management and reporting. Ideally, you understand the field of international development or have worked in a comparable sector. You have experience working with membership organisations and civil society organisations and you know how to respond to the needs of networks and coalitions. You will also have successfully carried out fundraising and be familiar with grant management. You enjoy working as part of a small team and are also used to taking initiative.

## **DUTIES AND RESPONSIBILITIES**

### **Institutional support and fundraising - 35%**

1. In line with KCCWG guidelines and procedures, support the International Coordinator and the Communications and Advocacy Manager to deliver ACCESS Secretariat activities, providing administrative and logistical support as required.
2. Ensure sound financial management of ACCESS funds, working with the KCCWG Finance and Administration support team and the International Coordinator.
3. Support the International Coordinator to ensure timely narrative and financial reporting to donors, as well as reporting to the ACCESS Board.
4. Support in developing and implementing a fundraising strategy, working with International Coordinator and the Coordination Group.
5. Lead in development of fundraising proposals for the East Africa regional node, including writing and engagement with potential donors.

### **Membership Support: 35%**

1. Develop and implement an internal Member Engagement Strategy for ACCESS, working with Advocacy & Communication Manager, International coordinator and the Coordination group.
2. Manage the membership process for new members to ensure they are easily integrated into the mailing lists, and receive all updates from ACCESS.
3. Manage database of members, partners and stakeholders and ensure up-to-date profiles of ACCESS members on the website and internal records of key stakeholders.
4. Prepare summary reports on ACCESS activities to be shared with members on a quarterly and annual basis to members, working with the Communications and Advocacy Manager.

### **Support for advocacy activities - 30%**

1. Support implementation of ACCESS regional advocacy strategy for the East Africa region, working with the Communications and Advocacy Manager, ensuring strategic alignment with the strategies developed and implemented by the Regional Coordinating Organizations.
2. Support international and regional advocacy activities as required, including delivery of workshops and other activities, working with International Coordinator and the Communications & Advocacy Manager.
3. Support the preparation of external reports including research reports and other briefings and develop communication strategies for these outputs.

### **Qualifications and Skills**

1. Bachelor's degree in energy, development, climate change, or a similar field from a recognized university.
2. At least 5 years' experience in project or programme management, international development and a relevant sector, including financial management and budgeting
3. Proven experience in successful fundraising, including strategy, proposal development, and donor engagement.
4. Experience carrying out advocacy and stakeholder engagement in energy, development, climate change or a related field.
5. Experience in managing databases & online communication tools such as mail chimp, twitter among other new media platforms.
6. Experience in website management, including word press and/or similar platforms.
7. Experience working for a membership organisation and/or of working with civil society coalitions
8. Fluent in English with excellent communication (written and oral), reporting and presentation skills.

### **How to Apply**

Interested and qualified persons are requested to submit their applications attaching all the required documents. These should include a brief supporting statement (max. of 400 words) outlining why this role interests you and why you are the best candidate, CV including telephone and email contacts, plus three (3) professional referees. The Brief Statement and CV should be sent as one document.

All applications should be sent to: Email: [recruitments@kccwg.org](mailto:recruitments@kccwg.org) not later than **19<sup>th</sup> August 2020, 11.59pm EAT**. KCCWG is an equal opportunity employer.

For more information on ACCESS and our work, visit our website at: [www.access-coalition.org](http://www.access-coalition.org). Further information about KCCWG and its work, visit the website at: [www.kccwg.org](http://www.kccwg.org)