



Job Title: International Coordinator

Salary: USD 39,000 (per annum) starting salary, plus medical insurance

Contract: 24 months

Starting Date: 15th March 2022

Location: Nairobi, Kenya.

Background

Founded in 2014, the [Alliance of civil society organizations \(CSOs\) for clean energy access \(ACCESS\)](#) is a global coalition of 100 CSOs, practitioners and research organisations. 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 based in sub-Saharan Africa, with some members also working in developing 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 multilateral 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. The ACCESS Secretariat consists of a team of three full-time staff: The International Coordinator, the Communications and Advocacy Manager and the Programme Officer. The Secretariat is currently hosted by Kenya Climate Change Working Group and the Chair of KCCWG has overall responsibility for operational management of ACCESS. The aim is that by 2024 ACCESS will transition to an independent structure (international NGO based in Kenya).

Candidate's role

The International Coordinator will be responsible for overall coordination and leadership of the advocacy and learning activities of the ACCESS Coalition at regional and international levels. This involves working closely with the three ACCESS Regional hubs based in East, West and Southern Africa, the ACCESS Coordination Group, a group of technical experts representing a range of member organisations which meets quarterly, and the three Working Groups who lead the workstreams. The coordinator is also responsible, working closely with the Chair of KCCWG, or ensuring the day-to-day operations of the ACCESS team and for joint task management, with the Chair of KCCWG, of the Advocacy and Communications Manager and the Programme Officer.

Candidate's Profile

You will be highly motivated with proven interest and experience of advocating around development issues, ideally with expertise advocating at national, regional and global level on issues related to Sustainable Development Goal 7 (SDG 7) on access to affordable, reliable and sustainable modern energy access for all, including energy as an enabler of sustainable development and sustainable energy transitions. You may also have experience as a practitioner working in the energy access field. You will have proven experience in managing civil society networks, including experience working at the global and regional level, and particularly with organisations in sub-Saharan Africa and



developing Asia. You will have worked with a range of stakeholders including government, development partners, development banks, investors, research organisations etc. and be skilled in developing multi-stakeholder partnerships and you will have excellent strategic communication skills. You will have experience of leading small teams and also working with collaborators based in many different countries. Ideally, you would have experience of organisational change management.

Duties and responsibilities

I. Lead delivery of ACCESS advocacy strategy 40%

1. Ensure successful review and delivery of ACCESS Coalition Global Strategy (2022-2026) in alignment with the Coalition's Energy Compact, working closely with the Coordination Group and Regional Nodes.
2. Lead on development of Secretariat annual and quarterly work plans with performance indicators and ensure regular reporting on progress to the Coordination Group and the Board.
3. Work closely with the ACCESS working group leads in developing and implementing working groups advocacy strategies and convene working group meetings on quarterly basis.
4. Lead engagement with key external networks and initiatives (including SEforALL, UN-Energy, AfDB CSO coalition, World Bank, Private Sector) and be the spokesperson and represent ACCESS at key events and meetings, as required.
5. Identify opportunities for members and partners to carry out advocacy and showcase their work at international/regional level, working with the Coordination Group.
6. Support development of Strategic Communications Plan, working closely with the Advocacy and communication manager.
7. Provide strategic input to the membership engagement strategy, working closely with the Programme Officer.

II. Strategic input to the Regional Nodes 30%

1. Provide strategic input to the ACCESS regional nodes in the East, West and Southern Africa regions to develop and implement context-specific regional strategies linked to delivery of the global strategy.
2. Ensure alignment of the regional nodes annual and quarterly work plans and budget with the global strategy; review and evaluate progress on agreed objectives and deliverables quarterly, working with the Chair of KCCWG.
3. Work closely with the Advocacy and Communications Manager and the Learning group in developing and communicating the advocacy achievements and good practice from the Regional Nodes and the wider membership
4. Build relationships and identify opportunities for collaboration with key regional platforms/bodies and actors in the energy access/transition space working closely with regional nodes
5. Support development and implementation of regional member engagement and communication strategies, working with Advocacy and Communication Manager and the regional nodes.
6. Lead in organising and enabling strategy and/or capacity building activities involving ACCESS members from the global south.

III. Institutional development, fundraising and partnership building 30 %

1. Working closely with the Chair of KCCWG and the Coordination group, lead the transition of ACCESS Coalition to an independent Organization by 2024



2. Lead on development of 2022-26 business plan for ACCESS, including leading on engagement with funders, supported by the Chair of KCCWG.
3. Manage funding for ACCESS activities, provide narrative reporting for donors and work with KCCWG Finance and Administration support team to ensure delivery of donor financial reporting.
4. Establish and manage existing partnerships with relevant stakeholders on energy access/transition to advance the mission of ACCESS Coalition.
5. Lead preparation of Coordination Group and, from 2024 onwards, Advisory Board meeting minutes bi-annual and annual narrative and financial reports.
6. Host online events to popularise the Coalition's work and participate actively in online discussions on energy access, working closely with the communication and Advocacy manager.
7. Lead in developing ACCESS statements, policy positions, press releases and other documents for use at relevant international events with support from the communications and advocacy manager

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.

Essential Experience and Skills

1. Educated to at least Master's Degree level in relevant subject, such as energy policy, international development, environmental policy, economics, public policy or related field
2. Minimum of 7 years of relevant experience leading advocacy on energy, development or other relevant fields, ideally with expertise on regional/global energy access issues and sustainable energy transitions
3. Demonstrable expertise in engaging effectively with a range of stakeholders including governments, as well as regional and international institutions, development partners and CSOs involved in energy, development and other relevant fields
4. Proven experience in managing networks at the national, regional and/or global level and working with a range organisation across different time zones, including practitioners
5. Strong interpersonal and networking skills and experience in leading small teams
6. Expert in communicating with diverse audiences, using a range of media, Demonstrable experience of strategy development and business planning, including successful fundraising and managing funder relationships.

KCCWG is an equal opportunities employer and does not discriminate against candidates based on their gender, age, race, origin or nationality. Non-Kenyans with resident/work permits are welcome to apply

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

Application Process

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

Closing date for applications: 28th February 2022 at 11.59 GMT