

REN21 Secretariat
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HEAD OF SECRETARIAT

REN21 is seeking an outstanding, experienced individual to head its Secretariat in Paris.

REN21 is a global policy network that provides a forum for international leadership on renewable energy. Its goal is to bolster policy development for the rapid expansion of renewable energies in developing and industrialised economies.

Open to a wide variety of dedicated stakeholders, REN21 connects governments, international institutions, non-governmental organisations, industry associations, and other partnerships and initiatives.

REN21 is supported by a **Secretariat**. The REN21 Secretariat has been operating since 2006 and is located in the offices of the UNEP Division of Technology, Industry and Economics Paris, France.

The REN21 Secretariat

- supports the Steering Committee as it further develops the Network
- facilitates implementation of the work programme as agreed by the Steering Committee
- coordinates the outreach of the Network
- provides substantive support to the Steering Committee
- supports the working procedures of the Network's thematic issue groups
- maintains the website and public relations products of the Network
- performs necessary 'back-office' functions, such as finance, administration/funding

Position Overview

The Head of the REN21 Secretariat is responsible for leading a small team in carrying out the work programme as approved by the REN21 Steering Committee (SC). The Head of the Secretariat reports to the Steering Committee and coordinates closely with the SC Chair and the Bureau.

Duties and Responsibilities

Strategic planning: develops programme priorities and strategies to be submitted for approval by the SC;

Communication: guides and oversees the creation and maintenance of the substantial knowledge base and information exchange, which allows REN21 to fulfil its mission;

Strategic positioning: positions the REN21 network and its products in international high-level policy meetings and conferences and through the Internet;

Network building: drives and supports the strategic growth of the multi-stakeholder REN 21 network under the SC's guidance; builds relationships with international institutions;

Programme management: oversees the design of programmes, projects, and services and guides implementation, evaluation, and reporting;

General management: supervises the day-to-day operations of the Secretariat and facilitates the functioning and operation of the Steering Committee and Bureau;

Fund raising: explores and identifies fund-raising opportunities that meet REN21's programme needs and develops proposals;

Advisory services: provides advice to REN21 members on technical, political, and procedural issues.

Skills, Experience, and Attributes

- **Academic degree** (masters or equivalent) in economics, business, political science, engineering, communications or other related field
- Minimum **15 years** relevant professional **experience** (energy, environment and/or development)
- Minimum **5 years** international experience
- Good **understanding** of a broad range of **energy-related issues**
- Demonstrated ability to **manage business** aspects of an organisation including financial management and strategic planning
- **Established network** in the international energy/climate arena
- Successful track record in **fund raising**
- Outstanding **communication and networking skills** with ability to motivate and engage others
- Excellent command of **English**, verbal and written. Knowledge of German and French would be an asset

The position is based in Paris with a good deal of international travel required. The contract is initially for 2 years, with possible option for extension.

The successful candidate will be employed by GTZ GmbH, Germany and be seconded to the REN21 Secretariat. Salary and benefits are based on GTZ's salary scheme.

Qualified applicants are encouraged to send CV/resume and cover letter by e-mail no later than **13 June 2008** to jobs@ren21.net