



RENEWABLES FIRST

Coordinator – Global South Collective

Location: G-8 Markaz, Islamabad

Reports to: Program Director

Type: Full-time

Contract: 1 year (with possibility of extension)

About Renewables First

Renewables First (RF) is a think and do tank for energy and the environment. RF's work addresses critical energy and natural resource issues with the aim of making energy and climate transitions fair and inclusive through impactful research, advocacy, and strategic partnerships.

As the Secretariat of an emerging clean energy network for the Global South, Renewables First is bringing together organizations across regions to strengthen collaboration, accelerate knowledge exchange, and establish collective action for a just and inclusive clean energy transition. The network serves as a platform for institutions to learn from one another, develop joint initiatives, amplify regional perspectives, and strengthen Global South leadership in the global energy transition. The Global South Collective is a core supportive layer within this network, focused on convening and connecting partner organizations across regions to advance shared priorities.

Job Description

Renewables First is seeking an organized and proactive Coordinator – Global South Collective to support the day-to-day coordination, communication, and growth of the Global South Collective, a flagship body, within an emerging clean energy network for the Global South.

Working directly with and reporting to the Program Director, the Coordinator will help manage member engagement, coordinate communications and convenings, and keep partnership and program activities running smoothly across multiple countries and time zones. The role is central to ensuring that members stay connected, informed, and engaged, and that the Collective's activities are well organized and delivered on time.

This position is ideal for a mid-career professional who is highly organized, communicates clearly, and enjoys working across cultures to support collaboration among partner organizations in the Global South.

Key Responsibilities

1. Partnerships and Member Engagement

- Serve as a day-to-day point of contact for member organizations, maintaining regular, responsive communication and ensuring queries and requests are followed up in a timely manner.
- Maintain and update the Collective's membership records, contact databases, and engagement trackers to keep an accurate picture of network activity.



RENEWABLES FIRST

- Support the onboarding of new members and help coordinate outreach to prospective partners across the Global South.
- Assist the Lead in preparing for and following up on partner meetings, including scheduling, agendas, briefing notes, and tracking of action points.

2. Communications and Coordination Support

- Draft, format, and circulate communications to members, including newsletters, updates, invitations, and announcements.
- Coordinate scheduling across multiple time zones and manage shared calendars, mailing lists, and collaboration platforms for the Collective.
- Take minutes at meetings and convenings, capture and track action items, and follow up to ensure timely completion.

3. Program, Events and Reporting Support

- Provide logistical and administrative support for dialogues, workshops, webinars, and convenings, including invitations, registrations, and travel or vendor coordination.
- Support planning and tracking of the Collective's workplan, monitoring timelines and flagging delays or risks to the Lead.
- Assist in preparing presentations, reports, and briefs for partners, funders, and internal use.
- Provide general program and administrative support to the Lead as required to advance the Collective's objectives.

Qualifications and Experience

- Master's degree in International Development, Public Policy, Energy or Environmental Studies, International Relations, Communications, Business Administration, or a related discipline.
- Minimum 3–4 years of relevant experience in coordination, administration, partnerships, communications, or program support, preferably in a research, development, or non-profit setting.
- Excellent organizational skills and strong attention to detail, with a proven ability to manage multiple tasks and deadlines simultaneously.
- Strong written and verbal communication skills in English, with the ability to draft clear, professional correspondence.
- Strong interpersonal skills and the ability to work respectfully and effectively with diverse partners across cultures and time zones.
- Interest in clean energy, climate change, sustainable development, or related areas, particularly within the Global South.
- Willingness to occasionally work across time zones and to travel if required.



RENEWABLES FIRST

We Offer

- Competitive salary
- Health insurance
- Professional development opportunities
- Flexible working hours
- Opportunity to work with leading organizations and experts advancing clean energy transitions across the Global South.

Application

If you would like to become part of our dynamic team, apply at your earliest. Applications are processed on a rolling basis.

Please email a letter of motivation, along with your CV in one PDF document and use the following format for the file name, "First Name_Last Name_Job Title", to hr@renewablesfirst.org. Please include Coordinator – Global South Collective in the email subject line.

Female candidates are strongly encouraged to apply.