

Job opportunity: Policy & Advocacy Assistant

Are you ready to embark on an exciting journey with the [Alliance for Rural Electrification \(ARE\)](#)? Join us to make the clean energy transition happen in emerging markets!

About us

At ARE, is the global association for the decentralised renewable energy (DRE) industry and unites 200+ members with the mission to drive private sector-driven markets for sustainable electricity access, enable green jobs, power equitable green economies and facilitate the transition to renewable energy in Sub-Saharan Africa, Asia-Pacific, and Latin America & the Caribbean.

ARE is recruiting a Policy & Advocacy Assistant, starting in June 2024 for six months (full-time, 38h per week) to support with the implementation of the organisation's activities focusing on the uptake of DRE.

Key responsibilities

Reporting directly to the Policy & Advocacy Officer at ARE, the Policy & Advocacy Assistant will:

- Draft and proof-read of ARE policy & advocacy documents, such as ARE presentations at external events, position papers, articles and publications.
- Support project implementation, in particular on projects related to policy and advocacy.
- Identify, compile and edit case studies for best practice publications.
- Monitor and report on legal and regulatory frameworks in target countries in emerging markets.
- Support on cooperation with EU (GG-BAG) and EU programmes.
- Monitor EU sentiment and activities regarding decentralised renewable energy in emerging markets.
- Support with ARE event and webinar implementation (e.g. ARE workshops and member delegations).
- Support with regular tasks such as stakeholder mapping, tender tracking and weekly monitoring (events, publications, ...).
- When needed, support with administrative tasks such as meeting minutes and database development.
- Conduct background research and propose ideas and contents to draft concept notes for ARE project acquisition.

About you

- You bring a proactive mindset and a can-do attitude to the table.
- Attention to detail is your second nature.
- You have strong organisational skills and have the ability to take ownership of activities and projects, making things happen.
- You have a self-starter attitude, are flexible, efficient and a good team player.
- You can provide clear and concise deliverables even under time pressure.
- You are creative and the able to think outside the box.
- Proficient in written and spoken English, either as a native speaker or at an equivalent level.
- Flawless written and spoken English and French is a must (native speaker or equivalent).
- Knowledge of additional languages such as Spanish would be an asset.
- Demonstrates exceptional writing, editing, and reviewing skills.
- Strong IT proficiency, including MS Word, Excel, PowerPoint, Outlook, Sharepoint; familiarity with CMS (WordPress) is advantageous.
- Desirable skills include proficiency in graphic design using tools like Canva or Photoshop.
- You hold a university degree in public affairs, journalism, political science, law, economics, environmental studies, other relevant studies or possesses equivalent experience, preferably with an emphasis on the energy sector and/or developing countries.
- You have 0–3 years of experience in a similar role. Previous work experience in international work environment is desirable (for example in business, an association or an international or EU institution).
- Must have the right to live and work in Belgium.

We offer

- Full-time internship with a professional immersion convention (“convention d’immersion professionnelle”) in Brussels, Belgium. You can find more information about CIP here:
[Convention d’Immersion Professionnelle – CIP – Bruxelles Formation](#)
- Perspective of longer-term employment contract based on results delivered and overall development of the association (TBC after the evaluation).
- International fast-paced work environment with offices in the heart of Europe.
- The chance to make a meaningful impact by advancing renewable energy and energy access worldwide, particularly in emerging economies in sub-Saharan Africa.
- Collaboration with highly motivated colleagues in a dynamic, scale-up atmosphere.

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- On-the-job training and a top-notch learning experience.

Join us in shaping a brighter, more sustainable future.

How to apply

Interested candidates who fulfil the requirements should address their application (CV + 1-page Cover Letter + indicating earliest possible starting date) with the subject line "Application: Policy & Advocacy Assistant – First Name + Last Name" to Olha Skrypa, (o.skrypa@ruralelec.org). All applications received without any of the mentioned elements will not be considered. Applications will be reviewed on a rolling basis.

Only shortlisted candidates will be contacted.