



Introduction

The SHINE Collab is seeking a full-time (40 hours/week) consultant for the position of Knowledge and Learning Officer.

Dedicated to making the Just Energy Transition equitable and people-centered, the SHINE Collab promotes community-driven, women-led renewable energy solutions that enable a change in the systems and structures at the root of the climate and inequality crises.

SHINE works to:

- Support Africa-based women-led small-scale enterprises and grassroots organizations in accessing renewable energy to improve livelihoods and safety and build their collective power and agency to determine their future.
- Combine knowledge, networks, and financing in support of frontline gender-just energy solutions and leadership, forging cross-sectoral partnerships across the gender justice, feminist, climate, and energy sectors.
- Shape the field and change the narrative that currently emphasizes large-scale, top-down energy and climate solutions by generating knowledge from practice to make the case for decentralized equitable energy alternatives.
- Promote a gender-just, power-building approach to the just energy transition in policy and practice that challenges the ongoing impact of extractives and fossil fuels, and promotes people-centered alternatives.

Scope of Work

Working in a fast-moving and stimulating subject area with a dedicated and deeply experienced team drawn from the energy access, gender equity, and community development fields, the Knowledge and Learning Officer role is to underpin the creation, curation, and production of high-quality sharing of knowledge across the SHINE network via the Knowledge Hub, Learning Programmes and Community of Practices.

Responsibilities will include:

- Coordinate countries' progress monitoring.
- Work proactively with project teams in Zimbabwe, Malawi, and South Africa to capture major progress and results and disseminate information in-country and beyond.
- Lead – in close collaboration with the Director - knowledge development (documenting project progress, lessons learned, case studies, and women-led testimonies and video productions). A main thrust of regional knowledge development is on strategic lessons learned and how to translate these into recommendations for effective and innovative interventions as well as policy dialogues concerning climate justice, gender-just energy transition
- Develop and maintain events calendar, ensuring that major events are identified early; support the SHINE team to develop and manage messages and information material to ensure the success of major events.
- Advise the project on branding and publications policy
- Ensure that all outreach information material to be used by the media is written in a way that concepts and issues can be readily understood by the public;
- Prepare regional and national Policy Briefs, and Factsheets to promote projects' results and activities
- Develop documented knowledge for national, regional, and global stakeholders 'platforms, and other external audiences.
- Project Monitoring and Evaluation (PEM) oversight and support
- Foster collaboration between feminist movements, climate activists, and knowledge partners, creating spaces for collective learning and exchange of expertise.
- Participate in global and regional knowledge networks related to feminist climate action and energy access, contributing to the sharing of research, data, and innovations.



Harvesting stories of change from the communities to provide evidence-based knowledge products to inform advocacy efforts.

The Profile

The ideal candidate should be committed to the mission of SHINE and possess the following qualities and skills:

Education and Experience:

- First Degree or Diploma in Social Studies, Development Studies or other relevant disciplines
- A Master's Degree in media/communications/ monitoring and evaluation
- Conceptual working & thinking level with over 5 years of experience in a similar position, with proven experience in planning, monitoring and evaluation and research in the development sector
- A relevant portfolio of publications and/or communication products
- Very good English proficiency spoken and in writing
- Experience with local grassroots and community organizations.

Interest and Knowledge:

- Interest in working with a program focused on the intersection of renewable energy access, gender equality and justice, and in gender equality/women empowerment, energy, and climate justice.
- Knowledge of social development issues.

Skills:

- Strong organizational skills: Able to manage and prioritize tasks effectively.
- Experience in performing, coordinating, and documenting knowledge development up to academic standards
- Affinity with and demonstrated experience with issues related to climate justice, community-driven interventions, just gender energy
- Excellent team player High level of interpersonal communication
- Ability to write in an accessible and analytically solid manner

What We Offer

This will be a consultancy-based contract with [GreenFaith](#), fiscal sponsor for SHINE, for 40hrs/week

Preference is for candidates based in Zimbabwe, with the ability to travel in Southern Africa.

Please submit CVs and cover letters with the subject line "Administration Officer" to recruitment@shinecollab.org