



## Introduction

The SHINE Collab is seeking a full-time (40 hours/week) consultant for the position of Administration/Operations 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 to support 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 Admin Officer will provide program support and program operations services, ensuring high-quality, accurate, and consistent work. The Admin Officer will play a vital role in ensuring the smooth and efficient operation of the organization by providing high-quality administrative and logistical support. This role requires a dynamic individual aligned with feminist values and can work in a fast-paced, mission-driven environment. The officer will support the team with administrative tasks, coordinate office management, and contribute to maintaining an inclusive and supportive work culture.

Your responsibilities will include:

- Supporting the Program Officer in project implementation activities
- Supporting work planning, and progress reporting to donors.
- Supporting the administration of key milestones/reporting for the projects and programs.
- Helping to improve work processes and engaging in quality improvement activities.
- Assisting with the planning, implementation, and logistics of internal and external team meetings/workshops, missions, and donor meetings
- Booking flights and accommodation for team/partners/consultants
- Uploading and maintaining partner/consultant/project/program details and files.
- Manage and maintain organizational records, databases, and filing systems, ensuring confidentiality and data protection in line with organizational policies.
- Support the team with meeting coordination, minute-taking, and document distribution.



- Support basic financial processes such as processing invoices, expense reports, and tracking expenditures.

### **The Profile**

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

#### *Education and Experience:*

- A bachelor's degree with at least one year of professional experience in program management/administration.
- 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.
- Flexibility and positivity: Can adapt to different tasks within SHINE's programs and maintain a positive attitude.
- Able to manage a high and demanding workload, demonstrating excellent multi-tasking skills.
- Attention to detail and time management skills.
- Excellent interpersonal skills, the ability to work independently and in a team, strong analytical skills, and attention to detail.
- Strong English writing skills

### **What We Offer**

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

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

Please submit CVs and cover letters with the subject line "Administration Officer" to [recruitment@shinecollab.org](mailto:recruitment@shinecollab.org)