

Project Coordinator - Climate & Energy Justice Programme (ECO-JET)

Organisation: The Southern African Faith Communities' Environment Institute (SAFCEI)

Location: Cape Town with travel primarily to Mpumalanga and Limpopo.

The Southern African Faith Communities' Environment Institute (SAFCEI) is a leading multi-faith environmental justice organisation. We support leaders and green champions across Southern Africa to raise awareness, build skills and support communities to take action on eco-justice, sustainable living and climate justice.

We are seeking a passionate and experienced **Project Coordinator** to support the Project Manager in the coordination and delivery of the ECO-JET project and other assigned projects by managing day-to-day implementation activities, partner communication, action tracking, documentation and community engagement processes while supporting policy advocacy on South Africa's Just Energy Transition (JET).

This role combines project coordination, climate policy monitoring, community engagement and advocacy. The successful candidate will work closely with community-based organisations (CBOs), faith-based organisations (FBOs), partners, and stakeholders to strengthen community participation in climate and energy decision-making, particularly for women and youth.

Key Responsibilities include inter alia:

- Coordinate project implementation, work plans, timelines and reporting.
- Support the rollout of Solar Hub pilot projects with project partners and communities.
- Monitor developments in South Africa's Just Energy Transition and climate policy.
- Translate complex policy into accessible learning materials and training.
- Coordinate stakeholder engagement, advocacy activities and policy submissions.
- Support monitoring, evaluation, learning and donor reporting.
- Document lessons learned and contribute to communications and case studies.

Qualifications and Experience

- Degree in Environmental Policy, Political Science, Development Studies, or related field.
- At least 5 years' experience in climate/energy policy, advocacy, or community engagement.
- Experience in project coordination, partner liaison, implementation tracking and working with community-based organisations will be advantageous.
- Proven record in policy research, analysis, and submissions.
- Demonstrated ability to translate complex policy into accessible knowledge.
- Strong facilitation and popular education skills.
- Ability to coordinate activities, maintain accurate records and communicate effectively with diverse stakeholders.
- Experience working with faith-based organisations and grassroots CBOs.
- Excellent communication, writing, and networking skills.
- Valid South African driver's licence

Interested?



SOUTHERN AFRICAN FAITH COMMUNITIES' ENVIRONMENT INSTITUTE

Send a short note, no more than one page, telling us who you are, detailing why this role interests you. Attach a CV or professional profile. Send to melanie@safcei.org.za by 7 August 2026.

We review applications as they are received and will be in contact with candidates who are shortlisted for the next stage of the recruitment process.