

SEI API is Hiring:

Administration & Communications Manager (Remote, Part-Time to Full-Time)

Organisation: Sustainable Energy Industry Association of the Pacific Islands (SEI API) **Location:** Remote (Pacific Islands region preferred; Suva, Fiji, HQ) **Employment Type:** Part-time (3–5 days/week, negotiable) — with potential to grow into a full-time role for the right candidate **Reports to:** SEI API Executive Committee

About SEI API

The Sustainable Energy Industry Association of the Pacific Islands (SEI API) was formed in 2010 to create an enabling environment for the growth of sustainable energy businesses and the delivery of sustainable energy equipment and services across the Pacific Islands.

SEI API's membership spans sustainable energy businesses and utilities based in the Pacific Islands, international companies supplying products and services into the region, training institutes and universities, government departments, and multi-lateral and bilateral donors. SEI API is an IRENA SIDS Lighthouses Initiative Partner and works closely with the Pacific Power Association (PPA). The Association is governed by an Executive Committee drawn from six Pacific countries.

SEI API has an active events calendar, including its first-ever conference held in Suva in March 2026, and a growing programme of member services, webinars, and industry engagement.

About the Role

As demand for SEI API's secretariat and member services grows, we are seeking a versatile, self-motivated **Admin & Communications Manager** to support the Executive Committee and the wider membership. This is a newly created, remote position working 3–5 days per week (negotiable), with the potential to grow into a full-time role for the right candidate. The role suits someone who can comfortably move between administration, finance, communications, research, and digital/technical tasks in the same week.

Secretariat:

Sustainable Energy Industry Association of the Pacific Islands (SEI API)

C/o Pacific Power Association, Naibati House, Goodenough St.

Private Mail Bag, Suva, Fiji.

www.seiapi.com secretariat@seiapi.com

Key Responsibilities

Administration & Member Services

- Manage day-to-day email correspondence and enquiries
- Administer member registrations, renewals, and records
- Prepare and distribute mailouts, including tender notices and member updates
- Provide general secretariat support to the Executive Committee

Finance

- Raise and track member and sponsor invoices
- Support basic bookkeeping and follow-up on outstanding payments

Communications & Promotion

- Maintain and update the SEI API website
- Manage and grow SEI API's presence across social media platforms
- Produce regular member newsletters
- Promote SEI API's activities, membership benefits, and events to the sector

Events & Engagement

- Provide organisational support for SEI API conferences and events
- Coordinate logistics for webinars, including scheduling, promotion, and follow-up
- Design and manage electronic surveys and member feedback tools

Research & Reporting

- Undertake research to support Executive Committee decision-making and member communications
- Monitor sector developments relevant to sustainable energy in the Pacific Islands

Skills & Experience

- Proven administrative or office management experience, ideally in a membership-based, non-profit, or association setting
- Working knowledge of invoicing/basic bookkeeping processes
- Confident, professional written communication skills
- Proficient, or willing to learn, in creating social media content and managing a range of social media platforms (e.g. Facebook, Instagram, TikTok) and website content
- Comfortable with online survey tools, webinar platforms (e.g. Zoom), and general digital collaboration tools

- Strong organisational skills and ability to manage multiple concurrent tasks independently
- Experience supporting events or conferences an advantage
- Interest in or knowledge of the renewable/sustainable energy sector an advantage
- Ability to work independently in a remote, distributed team across Pacific time zones

What SEI API Offers

- Flexible, remote working arrangement (3–5 days/week), with scope to grow into a full-time role as SEI API's needs expand
- The opportunity to play a central role in growing a well-regarded regional industry association
- Engagement with a diverse network of sustainable energy businesses, utilities, governments, and donor organisations across the Pacific

Salary: [To be confirmed — commensurate with experience]

How to Apply

Please send your CV and a short cover letter outlining your relevant experience to secretariat@seiapi.com by **30th September 2026**

SEI API is an equal opportunity organisation and welcomes applications from across the Pacific Islands region.