



## **RESEARCH OFFICER**

### **The Company**

Clean Tech Hub is a pioneering hybrid hub for the research, development, demonstration and incubation of clean energy technologies in Africa, and their validation for commercial stage development. It is an early start-up incubator for inventions and innovations in clean energy, a consultancy for sustainability and energy efficiency solutions for organizations, and a driver of clean energy investment into Africa. Clean Tech Hub is focused on addressing Africa's energy poverty, increasing energy access through clean, renewable energy and sustainability.

### **Position Summary**

Clean Technology Hub is seeking a motivated Research Office to contribute to the success and growth of our Organization. As a Research Officer, you will work as part of a dynamic team to contribute to several initiatives, including research, policy formulation and advocacy.

**Location:** Clean Technology Hub office in Abuja.

### **Responsibilities**

- Conduct research and content development on global issues relating to the organization's thematic areas
- Analyze, evaluate and interpret research results relating to development and execution of projects
- Ensure that research deliverables meet quality standards and business requirements.
- Contribute to conducting comprehensive market research analysis relating to energy access and climate change in Africa.
- Carry out meaningful Monitoring and Evaluation processes
- Keep abreast of current trends in energy access and rural electrification within Nigeria, Africa and the world at large.

- Unpack grants, and grant opportunities with research tasks including specific activities and task-orders and timelines for delivery of projects.
- Organize workshops, meetings and events with relevant sectoral and industry stakeholders on topics related to renewable energy and climate smart finance and policies.
- Provide support for CTH in business developments, grant managements, and, sourcing for opportunities; and grants and consultancies that will be beneficial to the organization.
- Provide support to other team members on their various business development and grant writing tasks, and activities.
- Organize workshops, meetings and events with relevant sectoral and industry stakeholders.
- Proposal writing, grant applications and grant management.
- Other duties as assigned

### **Skills/Knowledge**

- Minimum of 3-4 years of professional experience.
- Must have basic and working knowledge on topics and debates in Climate Change, Energy Access and the sector in general
- Must be interested in reading industry papers
- Must be able to conduct Market research and publish Market Intelligence reports
- Bachelor's degree required. A Masters' Degree would be an added advantage.
- Graduate degree in a relevant field (e.g. international affairs, energy, political science or business) strongly preferred.
- Excellent verbal and written communication skills including strong drafting ability.
- Strong attention to detail and organization is a must.
- Fluency in written and spoken English. Proficiency in languages other than English, will be an added advantage.
- Team player who is also able to work independently and is a self-starter. ● Proficiency in Microsoft Office Suite (Word, Excel, and PowerPoint), Google Suites and other Software Tools.

### **Who You Are**

- A self- starter who is able to learn, work independently and passionately. ● You seek to take on new types of work, even without supervision. ● You show willingness to work, travel, and do what it takes to get the job done. ● You are comfortable with ambiguity and an ability to operate effectively in a changing

context.

- You are able to react with appropriate levels of urgency to situations and events that require quick response.
- You can build strong relationships with clients and colleagues in a high paced environment.
- You must speak and write well and have a reasonably good command of English language usage and structure

**For interested applicants, follow the link to our jobs form here:**

**<https://tinyurl.com/CTHcareers>**