

## **Climate and Humanitarian Affairs Associate**

### **About Us and What We do**

Clean Technology 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.

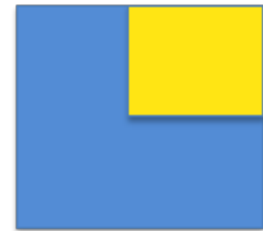
### **Position Summary**

Clean Technology Hub(CTH) is seeking a motivated Climate and Humanitarian Affairs Associate to work with, and contribute to the success and growth of our Organization. The Climate and Humanitarian Affairs Associate will work as part of a dynamic team driving the Organization's sustainable growth, providing technical and operational expertise in line with CTH's vision, mission, relevant policies and frameworks.

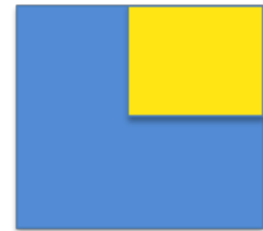
**Location:** Clean Technology Hub office in Abuja.

### **Responsibilities:**

- Support CTH's strategic engagement and partnerships related to Climate and Humanitarian Affairs.
- Develop learning tools, job aids, and other guidance documents to facilitate self-paced learning and mainstreaming of the CTH Interfaith Portfolio; Climate Health and Migration Plan, Conflict and Climate Risk Management, and Climate adaptation in CTH's programming and operations.
- Provide overall management support to the CTH team including helping to identify and define activities and client needs, leading the coordination of conferences, events, and supporting its day-to-day implementation.



- Develop communications and training materials to advance knowledge and mainstreaming of climate risk management, climate adaptation, and climate resilient humanitarian action within CTH and her partners.
- Provide technical support to integrate climate risk management (CRM) and equitable and inclusive climate adaptation into CTH's programming.
- Lead, design, develop and contribute to delivery of virtual and (potentially) in-person training on climate health and migration, climate risk management, conflict and climate, climate adaptation in the humanitarian context, and climate equity and justice, among other topics.
- Draft, develop, and/or edit technical deliverables such as briefing notes, blog posts, policy documents, research products, climate risk management document reviews, etc.
- Lead client management, by designing meeting agendas, developing quarterly work plans, and distributing relevant notes and take-aways.
- Respond to external stakeholders comments on technical deliverables and update as needed.
- Draft and oversee development of communications products (blog posts, fact sheets, social media, etc.) and coordinate with CTH communications teams to disseminate.
- Serve as a key focal point for CTH's participation in external working groups.
- Plan and lead multi-stakeholder meetings with CTH and external partners.
- Leads technical task design and implementation, contributes to deliverables, and manages discrete tasks and activities as needed across CTH.
- Engage with key state energy agencies, private sector, civil society, academia and Provide support to other team members on their various business development and grant writing tasks, and activities.
- Ensure that research deliverables meet quality standards and business requirements.
- Attend and contribute to meetings with stakeholders and partners.
- Respond to other tasks as needed.



### **Academic Background**

- Bachelor's degree in Economics, Law, International Relations, Public Policy, Social science, Policy affairs Communication, Government or Development related discipline with exposure to the subject area of Climate or Environmental studies.
- A Masters degree in related field will be added advantage

### **Skills/Knowledge**

- Minimum of 4 years of professional work experience in climate change adaptation and resilience, climate health and migration, humanitarian action, climate justice, or relevant fields.
- Experience with humanitarian organizations and familiarity with climate considerations in the context of humanitarian response.
- Experience of building client/stakeholder relationships
- Strong research, computational and analytical skills, supported by professional experience in the domain of energy modeling along with contribution to publications and research reports
- Proficiency in software programs and modeling tools like LEAP, PLEXOS, PyPSA, Python, dispatch modeling tools, Homer, load flow analysis and other open source softwares is desirable
- Willingness to learn new tools and modeling techniques to contribute to the on-going/new research projects is essential
- Be proactive in researching and pitching ideas, maintaining connections with policy makers, government agencies and media contacts
- Good communications skill supported by a portfolio of articulations, Business proficient English speaking and writing
- Strong ability to brainstorm and think creatively about all elements of their work
- Willingness to travel locally and ability to work cooperatively with others to demonstrate flexibility in fulfilling assignments is mandatory.

### **Language skills**



- Strong ability to communicate clearly and effectively in conversation and writing, including professional quality writing for policy and communications products in English

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

<https://tinyurl.com/ClimateHA>

**Application Closing Date**  
**23rd November, 2023**