



**Clean Technology Hub**  
energy innovation centre



## Junior Associate, Research

### The Company

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 is seeking an enthusiastic Junior Associate, Research to contribute to the success and growth of its Research. As a Junior Associate, you will work as part of a dynamic team to support and contribute to several initiatives, including research, policy formulation, advocacy, and enterprise development for increased energy access and improved climate resilience.

### Responsibilities

#### 1. Assist the Senior Manager, Research on CTH Project Delivery:

- Assist and support in programme design and project management.
- Support in planning, coordinating and executing assigned projects.
- Support in data collection, and analysis for research studies, surveys and strategic plan reviews.
- Support team members to see to the success of the CTH core research projects, from project initiation, to execution.
- Support all research studies and prepare information brochures and required materials as required by prospective investors.
- Assist with other campaign-based operations and logistics as may be needed.
- Support CTH Research and Development Programs.
- Support in providing operational support to the CTH team to enhance the quality and accelerate the implementation crosscutting research and developments projects.
- Assist in carrying out meaningful quality assurance of projects and articles submitted by team members before final submission to the Senior Manager, Research.
- Assist in providing research and content development on issues of Energy Access, Environmental and Climate Action as well as Innovation and Growth.

## **2. CTH Research Projects:**

- Support in planning and executing assigned research projects.
- Support and assist in writing and reviewing research papers / mini-articles on various aspects for journals, newspapers and other print media.
- Remain fully informed on Industry and sectoral trends, research and implement best practices.
- Maintain confidentiality and observe data protection and associated guidelines where appropriate.
- Support and contribute to conducting comprehensive market research analysis relating to energy access and climate change in Africa.
- Keep abreast of current trends in energy access, climate change within Nigeria, Africa and the world at large.
- Support the team on process flow with content to ease the operations of the organization.
- Assist in organizing workshops, meetings and events with relevant sectoral and industry stakeholders on topics related to renewable energy and climate smart finance and policies.
- Support in building and managing a competent research community of external researchers.
- Carry out assignments as may be assigned by the Senior Manager, Research or the CEO and members of the management team.

## **3. Support CTH with Stakeholders Engagement.**

- Assist in actively seeking opportunities and build strong internal and external partnerships as well as networks with various stakeholders that can contribute to the achievement of CTH development objectives.
- Support and contribute to the development of innovative collaborations, leveraging existing and building new partnerships with other development partners and stakeholders involved in the energy access space.
- Provide research and business development support to internal and external stakeholders.
- Assist in organizing workshops, meetings, and events with relevant sectoral and industry stakeholders.
- Assist and support with the development of training modules, as well as content creation and any other assignment that will ease process flow as may be assigned to you.

## **Qualifications**

- Minimum of 2-3 years of professional experience in research. Familiarity with energy access and climate action issues, including policies, economics and advocacy issues.
- Graduate degree in a relevant field (e.g. international affairs, energy, economics, political science or business) is strongly preferred. (A Master's degree would be a strong added advantage).
- Excellent verbal and written communication skills including strong drafting ability.
- Strong attention to detail and strong organizational activities are mandatory .
- Fluency in written and spoken English. Proficiency in languages other than English, will be an added advantage.
- A strong self-starter with the ability to completely own projects and drive them to conclusion
- A team player who is also able to collaborate with colleagues and external partners when required.

- Proficiency in Microsoft Office Suite (Word, Excel, and PowerPoint), Google Suites and other Software Tools.
- Personal commitment to CTH vision and mission.

## **Who You Are**

- A self- starter who can 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 can 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.

### **How to Apply:**

Interested candidates should fill the form [HERE](#).

Clean Tech Hub is an equal opportunity employer. We encourage individuals from diverse backgrounds to apply.

Note: Only shortlisted candidates will be contacted for further evaluation.