



## TERMS OF REFERENCE

Position Title : **Energy Program Officer**

Project Title : The Climate Reality Project Philippines

Appointment : Nine (9) months (with the possibility of extension)

Start Date : 01 March 2024 – 31 December 2024

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The Climate Reality Project Philippines is hosted by the Institute for Climate and Sustainable Cities (ICSC), an international non-government group advancing fair climate policy and low carbon and climate-resilient development.

The Climate Reality Project is a Washington, DC-based non-profit organization founded and chaired by former US Vice President and Nobel Laureate Al Gore. The mission of The Climate Reality Project is to catalyze a global solution to the climate crisis by making urgent action a necessity across every sector of society. To this end, the organization recruits, trains, and mobilizes people from all walks of life to work for just climate solutions that speed energy transition worldwide and open the door to a better tomorrow for us all.

**General Overview.** The Energy Program Officer is responsible for coordinating the *RE Energize PH* Program's events and conferences, including partner collaboration.

1. **Scope of Work.** The Energy Program Officer will have the following duties and responsibilities:
  - 1.1. Organize conferences and meetings with key energy stakeholders, with particular focus on GEOP potential switchers and renewable energy suppliers, ensuring timely communication, information sharing, and activity implementation;
  - 1.2. Identify key partners, individuals and organizations; and subject matter experts for pre-identified conferences and meetings;
  - 1.3. Prepare Service Agreements and other necessary financial forms with organizations, consultants, and vendors, including monitoring of service delivery and payment schedules;
  - 1.4. Support the Energy Program Lead in the preparation of work plans, activity budgets, and documentations; and

- 1.5. Draft monthly and quarterly Narrative Reports on the *RE Energize PH* Program.
2. **Qualifications and Experience.** The Energy Program Officer will have the following education, professional experience, skills and knowledge:
  - 2.1. Graduate in a relevant discipline (e.g., environmental science, political science, business, engineering or a related field);
  - 2.2. Minimum of four (4) years' professional experience in project management, research, and/or campaigning;
  - 2.3. Demonstrated strength in program design and budget analysis;
  - 2.4. Excellent written and verbal skills in English and Filipino;
  - 2.5. Strong interpersonal skills with ability to work under pressure and to establish and maintain effective work relationships with people of different backgrounds;
  - 2.6. Maturity and professional ability to handle sensitive information and ability to respect the confidentiality of such information while working with ICSC and Climate Reality Philippines even after the contract ends; and
  - 2.7. Ability to lead and work effectively with people from diverse cultural and professional backgrounds.
3. **Supervision.** The Energy Program Officer will have the following reportorial and supervisory relationships:
  - 3.1. Directly report to the Energy Program Lead of the Climate Reality Philippines who will conduct regular performance and output evaluation;
  - 3.2. Maintain close coordination with the *RE Energize PH* Program Team; and
  - 3.3. Work closely with the Branch Manager of Climate Reality Philippines.
4. **Working Hours.** The work of the Energy Program Officer will be mostly home-based and is encouraged to shelter in place and take precautions necessitated by the COVID-19 pandemic. The Energy Program Officer must be available online to work with the Climate Reality Philippines at least four (4) days a week, from Monday to Thursday, starting 9:00 AM.

Should the work require an in-person participation, the Climate Reality Philippines will implement proper COVID-19 protocols such as antigen testing before and after the event.