



FOR IMMEDIATE HIRING

Data Analyst

The Institute for Climate and Sustainable Cities (ICSC) is seeking applicants for the position of **Data Analyst**. The Data Analyst will be based at ICSC's main office in Quezon City. Majority of ICSC staff work remotely, with occasional in-person engagements in the main office as needed.

ICSC values diversity and is an equal opportunity employer. If you fit the role and possess the desired qualifications, please email the following documents to jobs@icsc.ngo with the subject line "**Application: Data Analyst, [Full name]**" on or before **May 30, 2024**:

- Letter of Intent (addressed to Mr. Romil Hernandez, ICSC's Director for Energy Policy)
- Resume (do not attach photos)

ABOUT THE ORGANIZATION

ICSC is an international non-government group advancing fair climate policy and low carbon, climate-resilient development. Based in the Philippines, it is engaged with the wider international climate and energy policy arena, particularly in Asia. It is recognized for its role in helping advance effective global climate action and the Paris climate agreement.

ICSC is at the forefront of the campaign to advance economy-wide resilience and the decarbonization of the economy, developing in particular strategies and approaches that help national agencies and local government units, businesses, academic institutions, civil society, civic groups, and households, make better decisions.

TERMS OF REFERENCE

The Data Science Analyst will provide methodological and analytical support to ICSC's Energy Policy Team (EPT). Under the supervision of the Senior Data Analyst, they will support the development and implementation of the Institute's energy sector and data analytics agenda.

The Data Analyst shall work closely with the Senior Data Analyst and the Chief Data Scientist to develop and implement effective, efficient engagement strategies for identified stakeholders to support the institution's data-driven energy policy campaign and agenda.

A. Responsibilities

- a. Support the Senior Data Analyst in developing and deploying energy sector data-driven research and analysis.
- b. Under the guidance of the Senior Data Analyst, provide timely technical briefs and research updates to EPT to help advance the institution's energy policy agenda.
- c. Provide guidance when appropriate to other research assistants and policy analysts regarding data retrieval, methodological approaches, and data analytics.
- d. Support the Chief Data Scientist in developing ICSC's power development planning model.
- e. Identify and provide advice regarding other data science applications and programs that can be considered for deployment by ICSC.
- f. Perform other relevant duties as may be assigned.

B. Qualifications

- a. Bachelor's degree in Economics, Engineering, or any relevant course
- b. At least 2 years of relevant experience
- c. Proficiency in Microsoft Office products, especially Microsoft Excel
- d. Basic data modeling knowledge or desire to learn
- e. Hands-on experience in Python is highly desired.
- f. Great communication skills and strong interpersonal skills
- g. Strong interpersonal skills, self-motivated, strong desire to learn, and adaptable to a fast-paced evolving environment