



FOR IMMEDIATE HIRING

Campaign and Advocacy Officer

The Institute for Climate and Sustainable Cities (ICSC) is seeking applicants for the position of **Campaign and Advocacy Officer**. This position is under **contract of one (1) year, with possibility of extension**. The Campaign and Advocacy 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: Campaign and Advocacy Officer, [Full name]**" on or before **March 31, 2025**:

- 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 Campaign and Advocacy Officer takes the lead in the planning, development, and implementation of the Energy Policy Team’s policy and campaign strategy supporting ICSC’s energy agenda.

A. Responsibilities

The Campaign and Advocacy Officer shall:

- Under the guidance of the head of the EPT, develop, coordinate, and deliver strategies and campaigns to help drive the energy transition agenda of ICSC
- Liaise with various partners, including, but not limited to, NGOs, academe, LGUs, government agencies, private sector, and other non-energy stakeholders to drive ICSC’s energy transition agenda
- Develop policy briefs and papers, in collaboration with EPT’s Chief Data Scientist, Program Manager, and/or Energy Transition Campaigner
- Provide advice and expertise when appropriate to other research assistants and policy analysts regarding political and campaign executions
- Provide support in the drafting of communications and advocacy materials to advance ICSC’s energy transition agenda
- Monitor the political landscape that may impact ICSC’s energy transition agenda
- Perform other relevant duties as may be assigned.

The Campaign and Advocacy Officer shall work closely with head of the Energy Policy Team in developing and implementing effective, efficient engagement strategies for identified stakeholders to support EPT’s energy policy campaign and agenda.

B. Essential Skills and Competence

- Bachelor’s degree in Economics, Public Administration, Political Science, or any relevant course
- Proficiency in Microsoft Office products, especially Microsoft Excel
- Strong communication skills
- Strong interpersonal skills, self-motivated, strong desire to learn, and adaptable to a fast-paced evolving environment