



TERMS OF REFERENCE

Data Analyst

The Institute for Climate and Sustainable Cities (ICSC) is seeking applicants for the position of **Data Analyst**.

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 8, 2026**:

- 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.

POSITION SUMMARY

The **Data Analyst** will provide methodological, analytical, and technical support to ICSC’s Energy Policy Team (EPT). Reporting to the Chief Data Scientist, the Data Analyst will play a key role in advancing the Institute’s data-driven energy policy agenda

by delivering high-quality research, analysis, and tools to support evidence-based policy development.

RESPONSIBILITIES:

- Conduct and support data-driven research and analysis on the energy sector to inform ICSC’s policy positions and advocacy efforts. This includes contributing to the design, development, and deployment of models, dashboards, and analytical tools.
- Contribute to the development of timely technical advisory reports, policy briefs, and visualizations for internal and external stakeholders.
- Identify, evaluate, and recommend data analysis tools, applications, and methodologies that can strengthen ICSC’s work.
- Support information campaigns and engagement strategies by providing data and evidence that advance ICSC’s advocacy, ensuring information is targeted and easily understood by its intended stakeholders.
- Collaborate effectively with EPT members, other ICSC teams, and external stakeholders to ensure alignment of data and advocacy initiatives with broader organizational goals.
- Perform other related duties as assigned by supervisors.

QUALIFICATIONS

- Bachelor’s degree in **Engineering, Data Science, Statistics, Economics**, or any other relevant quantitative field. A master’s degree or further postgraduate training is an advantage.
- At least 2 years of relevant professional experience in **data analysis, research, or related work**, preferably in the energy sector, academe, think tank, or development field.
- Working knowledge or strong willingness and ability to learn and apply **data analysis, modeling, or machine learning concepts** as part of the role. Familiarity with power systems, energy systems, climate systems, energy economics, sustainability analytics, or experience applying analytical and modeling techniques in the energy or climate sector is a plus.
- Hands-on experience in **Python** for data cleaning, processing, analysis, visualization, and machine learning (e.g., pandas, NumPy, matplotlib, scikit-

learn); experience with other programming languages is a plus. A **GitHub portfolio** or equivalent showcasing past work is highly desirable.

- Experience with data visualization tools such as **Streamlit, Power BI, Tableau**, or equivalent is desirable.
- Strong written and verbal communication skills, with the ability to present complex data and technical concepts clearly to both technical and non-technical audiences.
- Excellent interpersonal skills; self-motivated, eager to learn, and adaptable to a fast-paced, evolving environment.
- Demonstrated commitment to continuous learning and openness to new tools, technologies, and methods.