

EMPLOYMENT OPPORTUNITY

Program Officer, China Industry Program

Energy Foundation China

EFC OVERALL INTRODUCTION

Energy Foundation China is a grantmaking charity organization dedicated to China's sustainable energy development. As part of the U.S.-based Energy Foundation, it is registered under the Beijing Municipal Public Security Bureau and supervised by the National Development and Reform Commission of China. Energy Foundation China, previously known as the China Sustainable Energy Program, was initiated in 1999 with funding from the David and Lucile Packard Foundation and the William and Flora Hewlett Foundation.

Our vision is to achieve prosperity and a safe climate through sustainable energy. Our mission is to achieve green house gas emissions neutrality, world-class air quality, energy access, and green growth through transforming energy and optimising economic structure.

With a view to assisting China in coping with development, energy, environment, and climate challenges, we support policy and standard research, capacity building, and international cooperation across seven fields: power, industry, transportation, cities, environmental management, low carbon economic growth, and strategic communications. In addition to the sector-by-sector work, we also intend to contribute to crosscutting and integrated issues that have big impact on China's decarbonized development, through six task forces: Long-term strategy for Decarbonization, Belt and Road Initiative, Track II Cooperation, Electrification, Air Quality, and Urbanization.

By the end of 2018, Energy Foundation China had funded 2,739 projects operated by 750 grantees in China, of total amount of over 300 million dollars. The grantees include leading policy research institutes, academies, industry associations, local energy efficiency institutions, and NGOs in China and abroad, such as the Development Research Center of the State Council, the Energy Research Institute of the National Development and Reform Commission, the National Center for Climate Change Strategy and International Cooperation, the Chinese Academy of Environmental Planning, the Chinese Academy of Sciences, the Chinese Academy of Social Sciences, Tsinghua University, the Institute of Public and Environmental Affairs, the Innovation Center for Energy and Transportation, etc.

CIP INTRODUCTION

The China Industry Program (hereafter "CIP") aims to assist China in accelerating its industry deep decarbonization for a clean future. Our program visions and goals include:

- (1) Providing targeted technical assistance to China's industry sector to achieve early peaking of carbon emissions and contribute to achieve the goal of 2 degree by 2050;
- (2) Helping China to achieve co-benefits of both carbon emission reduction and pollution reduction for dramatically improving air quality;

(3) Assisting China to achieve high quality development and deep decarbonization in the industry sector.

The vision and goals will be achieved through comprehensive approaches of policy and strategy development, pilot and demonstration, and scaling-up in key industry sectors.



Energy Foundation China
Job Description

Job Title: Program Officer, China Industry Program
Location: Beijing, China
Reports To: Program Director, China Industry Program

SUMMARY:

The Program Officer (PO) is responsible for supporting the Program Director (PD) to identify strategies and manage a grants portfolio to achieve the program's goals. This person will support the PD to manage budget and grants, represent the program internally and externally, interface with individual grantees and supervise Program Associate (PA) when applicable. The PO will work with the program team that will include PD and PA; and collaborates with other program teams. Program Officer's responsibilities are categorized as: Strategy Cycle, Fundraising, Grants and Projects Management, Collaborations, Partnership and General Management.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Under PD's supervision, the PO will support PD on strategy development and fundraising, and manage grants, projects, or specific initiatives within the program. His/her responsibilities include:

Strategy Cycle

- Support PD to develop program strategies that are in alignment with EF China vision, and refresh the strategies according to the field trend. If applicable, taking ownership of the assigned topics, follow through and deliver the satisfactory end-product;
- Develop and update logic models annually with PD to guide program strategies implementation in response to the field dynamics;
- Work with PD to propose program budget in line with program strategies;
- Continuously seek opportunities to expand knowledge and experience in building domain expertise to ensure the thought leadership in the assigned areas.

Fundraising

- Advise and support PD to cultivate new funders and resources and engage existing funders in a collaborative way;
- Support PD in developing, reviewing and coordinating the submission of proposals and reports in coordination with SF office;
- Work with PD to report and update funders on progress of related grants and projects and actively seek feedback and engagement, proactively communicate changes in strategic direction or changes in agreed upon goals and objectives;
- Assist PD to prepare funder engagement materials such as newsletters, policy analysis, partner updates and invitations to conferences/workshops and study tours.

Grants and Projects Management

- Assist PD to manage budget, and to develop an attainable spending plan that supports the implementation of program strategy;
- Work with PD to identify and select grantees/partners, design project plans with grantees/partners to assure project goals and deliverables are in line with program goals and strategies;
- Oversee grant making process for the assigned grants, review grants applications, and approve grants in EF China's grants management system timely;
- Monitor project progress with support from Program Associates, provide on-going support to grantees to ensure desirable deliverables and outcomes;
- Provide timely updates to PD on the assigned grants and projects;
- Conduct grant-level evaluations for the assigned grants annually and make adjustments accordingly to improve project effectiveness and efficiency;
- Support grant auditing and assure full compliance with EFC policies and regulations both in China and in the US.

Collaborations

- Proactively identify opportunities for initiative or project level collaboration, and work closely with related program staff to deliver the impact;
- Work closely with Communications team to effectively communicate the program or initiatives/projects related messages to various stakeholders;
- Share knowledge, expertise, critical information and networks with other colleagues.

Partnership

- Identify and cultivate valuable partners, including grantees, policy makers, opinion leaders, funding partners, commercial partners and other experts or leaders in the field;
- Build and maintain trust and relationships with partners for better collaboration;
- Share knowledge, expertise, critical information and networks with partners to increase support and demonstrate shared purpose;
- Provide thought leadership in some areas and/or provide support to partners in the field with the shared purpose of growing the field.

General Management

- If applicable, provide managerial supervision and demonstrate leadership on talent selection, on-the-job coaching, training, professional development and performance management to team members;
- Help PD to foster team spirit and a learning atmosphere within the team;
- Assist PD to prepare reporting materials, such as the program updates, reports and work plan to the board and regulators;
- Undertake additional tasks and responsibilities as assigned by PD;
- Back up other colleagues as needed.

This job description reflects the assignment of essential functions, it does not prescribe or restrict the tasks that may be assigned.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- **Education:** Master's degree or equivalent, preferably in a related field: energy policies and strategies, energy efficiency, climate change, environmental sciences and engineering, material sciences, public policies.
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- **Working experience:** Minimum 8-year experience in energy policies and strategies, energy efficiency, climate change preferred.
- **Language level:** Chinese native speaker; excellent command of spoken and written English.
- **Communication:** ability to communicate logically and articulate key messages/points with clear structure and fact-based supporting arguments, listen actively to audience's purpose, and communicate effectively in public; ability to manage in a matrix reporting structure with multiple stakeholders and effectively coordinate activities across organizational boundaries.
- **Project management:** ability to propose project direction, lay out project plan with milestones, timelines and tracking mechanisms, and to accomplish the project on time and in good quality.
- **Problem solving:** ability to define and prioritize the key issues when facing complex situations, make analysis with logical reasoning, propose possible solutions and resolve some complicated issues independently.
- **Networking:** ability to initiate partnership, cultivate networks and deepen the relationships with key stakeholders to effectively leverage resources.

SUCCESS FACTORS:

- **Ethical Behavior/Integrity** – Demonstrates principled performance and sound ethics, showing consistency among principles, values and behaviors to build trust and credibility internally and externally.
- **Mission-driven/Initiative** –Inspired by the organization's vision and mission, and take actions with ownership, can-do attitude and proactive mindset.
- **Team Spirits** – Collaboratively works toward solutions, which benefit all involved parties; willingly cooperate with others to accomplish team/organization objectives.

Please email a cover letter and resume, subject line "Application for CIP PO", to jobs@efchina.org.

