**EMPLOYMENT OPPORTUNITY**

**Consultant, Strategy and Planning**

**Energy Foundation China**

**EF China OVERALL INTRODUCTION**

Energy Foundation China is a professional grantmaking charitable organization registered in California, U.S. It has started working in China since 1999, and dedicates to China’s sustainable energy development. The foundation’s China representative office is registered with the Beijing Municipal Public Security Bureau and supervised by the National Development and Reform Commission of China.

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. We deliver the mission by serving as a regrantor, facilitator, and strategic advisor.

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 2019, Energy Foundation China had funded 2,893 projects operated by over 760 grantees in China, of total amount of over 330 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.

**Energy Foundation China**

**Job Description**

**Job Title:** Consultant, Strategy and Planning

**Location:** Beijing, CN

**Reports To:** Director, Strategy and Planning

**Duration:** One year with possible extension

**SUMMARY:**

The Consultant, Strategy and Planning will support Director of Strategy and Planning to establish and maintain a modeling, data and information platform from scratch, and conduct comprehensive analysis and synthesize key findings to provide strategic advice.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

* Work with Director of Strategy and Planning to design a modeling, data and information platform;
* Assist in managing data and information platform vendors, including vendor seeking, screening, and selections, etc;
* Support to develop the protocol for data collections and sharing;
* Collect data from EF China’s programs, grantees and related institutes;
* Maintain the database and platform with regular updates and reviews;
* Assist to conduct comprehensive data mining and analysis, and synthesize key findings and insights to support strategy development;
* Undertake additional tasks and responsibilities as assigned by Director, Strategy and Planning**.**

*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: statistics, mathematics, data engineering, and economics.
* **Working Experience:** About 3 years of related working and/or research experiences. Experiences in data mining and analysis, modeling, and linking researches with strategies and policy discussions preferred.
* **English level:** ability to communicate fluently in both spoken and written English.
* **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 skills:** ability to use logics to solve simple problems independently, and demonstrate potential to solve complicated problems.
* **Communications:** ability to communicate with others clearly, listen actively and write with clear logics.

**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 Consultant, Strategy and Planning", to [jobs@efchina.org](mailto:jobs@efchina.org).