

Sustainability Excellence Job Description **Analyst, Sustainability Advisory Services**

Sustainability Excellence is looking to hire ambitious interns who are passionate about sustainability and able to translate their sustainability knowledge and analytical skills into a consulting role by joining our Sustainability Advisory Team as **Analyst** to be based in our Amman office.

Analysts are core junior team members of the Advisory team. They support implementation of a wide variety of client projects across the Arab region to help organization to achieve sustainable growth, from sustainability reporting to sustainability strategy development, sustainability program implementation, stakeholder engagement and social and environmental impact analysis. Analysts get quick exposure to a variety of companies and countries in the Middle East, as well as the coaching of more experienced advisors, ensuring fast learning and development for those passionate about building a more sustainable world.

Experience Required:

No particular experience is required but previous experience and/or interest in the in sustainability, Corporate Social Responsibility (CSR), clean energy environmental management, management consulting, economic analysis or business management is considered an asset.

Reporting To:

Analysts coordinate work with Advisors and Advisory Managers on each project, and will be working closely with other advisors, researchers and analysts to effectively deliver sustainability advisory services to our clients.

Main Tasks:

- **Sustainability Support:** Work in advisory teams led by Advisors and Advisory Managers in the delivery of various sustainability strategy and management consulting services for our clients. Offer specialized consulting and knowledge in one or more areas of: sustainability management, environmental management systems and environmental performance, occupational health and safety management systems and performance, human resources and labour management and performance, stakeholder engagement and sustainability reporting.
- Desk-top research on issues relating to clients' businesses, the industry, certain material issues, award requirements
- Support in data collection
- Support in analysis of collected data (could include quantitative and qualitative analysis)
- Under guidance of advisory team, preparation of drafts or sections thereof for any of the above deliverable
- Ad hoc support to advisory team in development of templates and materials for projects / proposals

Skills Required:

- Excellent English writing skills required, Arabic writing and translation skills a plus. Sustainability and clean energy related background preferred.
- Efficient, highly effective work ethic - able to work in a fast-paced environment
- Ability create interesting and engaging findings, and present the information in a concise manner
- Ability to do quick, effective and in-depth desk-top research
- Highly proficient with computers, Microsoft Office (Word, Excel, PowerPoint) and the internet
- Ability to work effectively both independently and within a team
- Be self-motivated, enthusiastic and passionate about sustainability
- Infuse and maximize creativity and innovation into the corporate culture, propose innovative ideas
- Ability to think both strategically and operationally
- Ability to manage and meet deadlines and budgets
- Can-do attitude and willingness and ability to learn quickly

Language Proficiency:

- Fluency in English – reading, speaking, writing

To Apply

Please send your CV to ralqudsi@sustainabilityexcellence.com and indicate the position “Advisory Analyst-Internship” in the Subject Line.

About Sustainability Excellence

Sustainability Excellence is a recognized leader in delivering sustainability services in the Arab region. We combine extensive regional expertise and experience with a compelling international track record. We excel in helping regional companies achieve sustainability leadership through effective strategy development and focus on immediate performance gains. We are a fast-growing firm, operating out of Jordan, Qatar and the United Arab Emirates. Our services include: strategy development, performance management and benchmarking, capacity building, performance improvement, impact analysis, and sustainability reporting. We view sustainability management as the next step in management excellence and central to business innovation and competitiveness. Our clients span seven countries and more than 15 sectors, and are amongst the leading companies and organizations in the region pioneering sustainability management and reporting.