

## Position Description

**Programme Analyst (Programme Officer) 项目官员, Climate**

**June 2020**

### About the Children's Investment Fund Foundation (CIFF)

The Children's Investment Fund Foundation (CIFF) is an independent philanthropic organisation with offices in Addis Ababa, Beijing, London, Nairobi, and New Delhi. CIFF works with a wide range of partners seeking to transform and empower the lives of poor and vulnerable children and adolescents in developing countries, with the ultimate goal of solving seemingly intractable challenges to ensure all children and adolescents have the chance to survive and thrive.

CIFF aims to play a catalytic role as a funder and influencer to deliver urgent and systemic change at scale. Areas of work include empowering girls and boys to control their sexual and reproductive health to avoid unintended pregnancy, unsafe abortion and HIV/AIDS; improving children and mothers' health and nutrition; preventing low birthweight babies; eliminating deaths from severe acute malnutrition, nested within a more integrated approach to childhood development; and deworming efforts to break transmission for good. CIFF's child protection work focuses on ending child labour and sexual exploitation by enabling an environment that reduces vulnerability of communities and increases protection of children. The organisation's climate portfolio is driven by a vision of a climate-safe future for today's children and future generations that also bear the benefits of cleaner air, energy security and sustainable jobs.

We are privileged, as a financially independent philanthropy, to be able to work in challenging areas that others can't and we often elect to work on what can be controversial issues that others won't. For example CIFF is pro-choice with respect to women's reproductive rights along with the prioritisation of access to reproductive information and to contraceptive choices. It is imperative to the CIFF family, therefore, that prospective candidates are aware of the issues we work on and embrace all our programmatic work with fully open minds to the huge number of ways in which we seek to empower young lives.

CIFF places significant emphasis on quality data and evidence. For most of its grants, CIFF works with partners to measure and evaluate progress to achieve large scale and sustainable impact. The organisation is committed to sharing as much information as possible about what they and their partners are learning.

Founded in 2002, CIFF employs approximately 120 professionals globally. CIFF strives to couple business acumen and principles with development experience and best practices to transform the landscape for children. It seeks to be the gold standard in grant making and foundation operations.

For more information please visit [www.ciff.org](http://www.ciff.org)

Please ensure that you review our website to gain oversight of all our programmes and if you have any concerns or would like further information please don't hesitate to pick up the phone and talk to our Human Resources or Hiring Management teams.

## Job Description

<b>Job Title</b>	Programme Analyst (Programme Officer) 项目官员, Climate
<b>Reports to</b>	Director of Programmes, China
<b>Location</b>	Beijing, some travel will be required
<p><b>About the role:</b></p> <p>The CIFF Climate team is driven by a vision of a climate-safe future for today's children and future generations. We support the urgent global transition to a zero-carbon society. We are committed to strategies that get to the heart of the greatest climate challenges and are willing to support new approaches to accelerate action and the step-change in ambition required to keep global warming below 1.5C.</p> <p>The Analyst role in the climate team is fast-paced and incredibly diverse. You will have the opportunity work on wide portfolio of climate change mitigation programmes across a number sectors and/or geographies. You will provide programme management, administrative and research support, with the opportunity to manage your own grants and partnerships.</p> <p>CIFF is one of the largest philanthropic funders both in international development and climate change mitigation and offers a broad range of opportunities to work with leading experts in their fields as well as ongoing learning and development opportunities including a personal allowance to be spent on any relevant career training every year. As an Analyst your contribution will be integral to supporting CIFF and our partners – some of the best climate actors in the field – to deliver CIFF's ambitious climate agenda.</p>	
<p><b>Principal Accountabilities:</b></p> <p><i>Strategy &amp; planning</i></p> <ul style="list-style-type: none"> <li>• Conduct insightful research and analysis on specific projects and climate sector trends, to support the Climate team in determining strategic priorities and setting operational plans.</li> <li>• Provide and communicate global and regional insights verbally and in writing, including developing graphs and charts to contribute to the strategy and planning process.</li> <li>• Prior to approval of a programme proposal, assist the team in preparing aspects of the programme strategy and evidence base, working with wider teams and in country experts.</li> </ul> <p><i>Programme development, delivery &amp; performance</i></p> <ul style="list-style-type: none"> <li>• Lead the end-to-end oversight and administration of the management process of substantial grants (from concept formation, proposal development through to final payment), suggesting improvements where appropriate, and always seeking to add value, to enable the Climate team to deliver and monitor its philanthropic activity efficiently and effectively and ensuring impact.</li> <li>• Lead the preparation and dissemination of regular and ad hoc reporting on sector/portfolio/programme performance, to ensure colleagues and partners (as required) have access to accurate and relevant management information.</li> <li>• Work closely with members of the Finance and Legal team to coordinate the development of grant agreements, forecasting of grant payments, to enable effective grant management and reporting within the organisation.</li> </ul>	

- Act as 'Super-User' for CIFF's online grants management system for the team, ensuring they are deployed appropriately to optimise the efficiency and effectiveness of grant management.
- Support the preparation of summary reports, board reports and portfolio investment reports, to ensure these are produced to a high standard and in a timely fashion – which can often mean to high quality in very short timeframes.

*Sector knowledge and profile-building*

- Build and maintain a range of relevant knowledge and information resources to enable the Climate team to access high quality intelligence, analysis and data to inform current and future programme activity – always seeking to add value and join the dots.
- Work collaboratively with colleagues and partners across multiple locations and geographies to conduct research projects to inform Climate team's grant making activities.

*Stakeholder and partner management*

- Maintain good and productive relationships with our partners and grantees, which can include dealing with senior experts from around the world
- Build the climate teams capabilities to make broader changes by building and maintaining a network of individuals and organisations both current and new that can drive bigger changes.
- Coordinate logistics for CIFF programme visits and ensure that visitors are adequately briefed.

## **Person Specification**

### **Qualifications & Experience**

- A relevant Masters level degree (e.g. Climate, Energy, Environment, Engineering, Economics, Land Use/Forestry, Agriculture, International Policy, Political Sciences, Management) with excellent quantitative and qualitative analytical skills.
- Gained some experience working in a climate focused organisation (preferably on food and land use and industrial decarbonisation), and looking to take that experience further.
- Previous analytical / research work in a relevant climate change field.
- Experience with multitasking and managing priorities to competing deadlines, thrives on diversity of a role.
- Strong communication skills and excellent oral and written English and Mandarin is required.
- Track record of managing many relationships internally and externally with partners, grantees, government departments, policy think tanks, research institutions and other donor organisations.
- Familiarity with policy research and advocacy and capacity building.

- Familiarity with statistical databases and competent data interpretation skills

**Personal attributes**

- Passionate about driving systemic change for zero-carbon future
- A self-starter who thrives in a fast-paced and dynamic environment, with resilience, pace, and interpersonal flexibility.
- Self-motivated to assist with the development of the portfolio, whilst also being driven to drive their own development within the climate sector.
- Capacity to work in a range of cultural and socio-economic contexts.
- Able to travel internationally preferred.

**CIFF Competencies**

**Action Biased**

*Achieves outstanding results through commitment, planning, informed judgement and action in line with overall intent*

**Collaboration**

*Proactively builds valuable partnerships based on teamwork, transparency and mutual respect to bring about sustainable change*

**Improve and Innovate**

*Exercises commercial and entrepreneurial thinking for greater effectiveness and impact*

**Inspire and Influence**

*Builds trust by expressing compelling and tailored messages which enable CIFF to be catalytic and create momentum*

**Passion and Perspective**

*Is passionate about CIFF's mission and always keeps the drive for systemic change in mind*

**Application process**

Please send your CV (bi-lingual preferred) and cover letter to [recruitment@ciff.org](mailto:recruitment@ciff.org) quoting reference: "Climate Analyst (China) June 2020".

You can also view and apply for the role at <https://careers.ciff.org/vacancies/>

Closing date: July 22<sup>nd</sup> 2020 or till the position is filled.