

iGDP Job Announcement March 2024

Beijing, China

Job Description and Qualifications

Position

Project Coordinator/Assistant Analyst, Non-CO2 and Agrifood Project

Responsibilities

This is a full-time position, reporting to the Senior Project Director, primarily assisting and supporting the work of the Non-CO2 and Agrifood Project.

Research support

- Assist and undertake the collection, organization and analysis of information required for the project.
- Conduct research related to non-CO2 greenhouse gas emission reduction and sustainable transition in agricultural and food systems, including literature reviews, quantitative analysis, field research, report writing and workshops, etc.
- Assist and support translation, design, publishing and promotion activities for project outputs.

Project management

- Coordinate internal and external project management work.
- Assist in establishing and maintaining external relationships and support the expansion of industry resources.

Output dissemination and communication

- Assist in the dissemination of non-CO2 emission reduction and sustainable transition in agricultural and food system information, track the latest developments in related fields at home and abroad, and write opinion articles and analyses.
- Assist project and project partners in organizing domestic and international exchange and seminar activities.

Professional Qualifications

Education and experience

- A master's degree in economics, environmental studies, public policy or a related field.
- At least 2 years of work experience in a related field.
- Experience with research and project coordination.

Skills and qualities

- Professional skills and research capabilities in the fields of energy, climate and environmental management and analysis.
- Rigorous independent research and analysis capabilities.
- Excellent project communication and project coordination skills.
- Good writing and communication skills in Chinese and English.
- Independent learning and time management ability, takes initiative.
- Good communication skills, teamwork, and strong task execution ability.
- Positive attitude, proactive, quick learner, capacity to innovate, and a team player.

ABOUT iGDP

The Institute for Global Decarbonization Progress (iGDP) is a non-profit think tank focused on green and low-carbon development. Established in Beijing in 2014, iGDP is rooted in China's decarbonization practices and is committed to the global effort to address climate change. iGDP provides policymakers, impact investors, and practitioners with forward-thinking solutions and knowledge products from an international perspective.

Through interdisciplinary, systematic, and empirical policy research, iGDP promotes scientifically-grounded energy and climate solutions with high implementation and investment feasibility. iGDP works with all stakeholders to promote cross-border communication, tell the story of the actions that China is taking to promote green and low-carbon development on the ground, and contribute to global sustainable development.

iGDP's team of research analysts and communication specialists has expertise in energy systems, policy modeling and analysis, environmental economics, and strategic communications. iGDP has created cutting edge low-carbon analysis tools and data and information platforms. It has produced policy-relevant reports on low-carbon development practices in China and abroad, clean energy, green finance, carbon pricing, city and provincial decarbonization, sustainable agri-food systems, and methane reduction. iGDP's research is focused on practical actions that drive down emissions, including provincial and city-level roadmaps for carbon peaking and carbon neutrality, equitable regional energy transitions, zero-carbon park planning, financial institution stress testing, zero waste city planning, and

low-carbon community actions. This research has covered nearly 30 provinces and regions, more than 100 cities, and more than 20 countries.

iGDP serves as the secretariat of China's Green and Low Carbon Development Think Tank Partnership and the governing body of the Green Finance Professional Committee of the Chinese Society of Finance. It is an expert member of the Northeast Asia Low Carbon Cities Platform of UNESCAP's North-East Asian Subregional Programme for Environmental Cooperation, a member of the Global Methane Initiative Project Network, and a consultative organization to the United Nations Environment Program, Intergovernmental Panel on Climate Change, and Intergovernmental Panel on Climate Change.

iGDP's major areas of work are Climate Governance, Non-CO2 Emissions, Energy Transitions, and Market-based Instruments. Key projects include: Decarbonizing China's Agri-food System and Non-CO2 Emissions Reductions; Energy Policy Modeling at National, Provincial and Municipal Levels; Understanding the Implications for China of the EU's Carbon Border Adjustment Mechanism; China Carbon Neutrality Tracker and Taking the Pulse – providing up-to-date national and sub-national carbon neutrality actions; Understanding China's NDC; Low-carbon and Green Index for Cities; and Capturing China's Energy Data.

iGDP strives to foster an inclusive work environment that embraces the strength of cultures and individuals. We are committed to fair and competitive recruitment, advancement and compensation.

HOW TO APPLY

Please send your cover letter together with your resume in both Chinese and English to hr@igdp.cn

Selected candidates will receive an invitation for interviews within 7 working days.

Please indicate in the email subject line: Position + Name.

The application deadline is **March 31, 2024**.

If you want to know more about iGDP, please visit our official website: www.igdp.cn