

iGDP Job Announcement April 2024

Beijing, China

Job Description and Qualifications

Position

Project Coordinator/Assistant Analyst - Climate Governance Project

Responsibilities

This is a full-time position in the research team, supporting research and coordination efforts for the climate governance project.

The climate governance project focuses on global initiatives to address climate change, including international conventions, multilateral and bilateral cooperation frameworks, and international mechanisms related to clean technology supply chains. The goal is to monitor progress and challenges in these areas, identify opportunities for collaboration, build trust among stakeholders, and promote technological progress to support ambitious climate action, the stable operation of global low-carbon technology supply chains, and the global low-carbon transition.

The Project Coordinator/Assistant Analyst will:

- Support the collection, organization, and analysis of information required for climate governance project research.
- Assist the project team in writing climate governance-related research reports, including literature reviews, quantitative analysis, field research, report writing, and engagement with the field.
- Translate, design, publish, and promote research reports.
- Collaborate with the project team on necessary external communications and quality assessments.
- Monitor developments and trends in relevant domestic and international fields, write opinion articles and conduct policy analysis.
- Assist in organizing domestic and international exchange seminars and activities for the project and iGDP.

Education and Experience

- Master's degree in international relations, environmental science/management, climate change, or a related field.
- At least 2 years of relevant work experience.

- Experience in research and project coordination.

Skills and Qualities

- Familiarity with international relations, climate, and environmental issues and strong research capabilities.
- Capacity for comprehensive and independent research and analysis.
- Excellent project communication and coordination abilities.
- Good written and verbal communication in both Chinese and English.
- Enthusiastic, passionate, innovative, and aligned with organizational culture.
- Strong self-directed learning and time management skills, with a proactive attitude.

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

Only 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 **April 30, 2024**.

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