

**Terms of Reference
ESG Officer (full time)**

Catalytic's mission is to accelerate the design and deployment of catalytic finance solutions for sustainable infrastructure. We identify and develop robust project pipelines and deploy technical assistance to support infrastructure projects to become more investible and impactful. Catalytic seeks to ensure positive social and environmental outcomes in addition to financial returns for impact investors, applying credible methodologies for the measurement and evaluation of impacts. In addition, Catalytic incubates and structures blended-finance funds aiming at scaling up and speeding up the implementation of infrastructure projects with positive climate impacts.

Catalytic is seeking an ESG Officer (Environmental, Social and Governance) to assist with initiatives relating to climate mitigation, climate adaptation, biodiversity, social impact, gender equality and landscape assessment.

Reporting to the ES & Impact Specialist and working closely with external specialists and Catalytic's partners, the ESG Officer will provide support with carbon baseline assessments, climate risk assessments, and in the development of site-specific action plans for sustainable land use. The project work will generally involve sustainable forestry, agroforestry and regenerative agriculture, although Catalytic works on a wide range of sustainable infrastructure projects also including renewable energy, waste management, urban solutions and the blue economy.

The role will also assist in project screening for ES risk and impact, and the collection, management and reporting of ESG data at project and fund levels.

Role & Responsibilities:

- Coordinate and oversee the completion of climate mitigation and risk assessments, including procurement, contract management, providing guidance to external specialists and evaluating results.
- Coordinate and oversee the development of sustainable land use action plans generally relating to forestry, agroforestry and regenerative agriculture.
- Assist with the collection, management and reporting of ESG data at project and fund levels.
- Assist with assessing land use projects to ensure alignment with ES safeguards, NDCs, environmental regulations and National legislation.
- Assist with assessing land use projects for impact potential relating to climate mitigation, climate adaptation, biodiversity, social impact and gender equality.

Profile:

- 2-5 years of experience completing environmental, carbon baseline, climate risk and/or biodiversity assessments, ideally for land use projects, and the development of associated action plans.
- Experience with monitoring, reporting and verification (MRV) for ESG KPIs and requirements under SFDR and EU Taxonomy would be beneficial.
- Familiar with international standards, including IFC Performance Standards, IPCC, GHG Protocol, TCFD, TNFD, CDM methodologies, Gold Standard/Verra and 2X Criteria.
- Knowledge and working experience with some of the following would be beneficial: ESG data management, biodiversity monitoring technology (remote sensing, eDNA, acoustic monitoring), environmental/climate risk modelling, ESIA, ESMP, ESDD, ESMS, GIS, Life-Cycle Assessment.
- Experience or understanding of the GCF, blended finance, investment and carbon markets would be an asset.
- Passionate about climate mitigation and adaptation with a strong commitment towards a more sustainable world.
- Team player, flexible and experienced in working in a multicultural environment.
- Taking initiatives and thinking out of the box to find solutions to challenges are needed on a daily basis.
- Strong skills with Microsoft Word, Excel and PowerPoint.
- Proficient English level in writing and speaking.
- Excellent writing, drafting and editing skills.
- Minimum Bachelor's degree or equivalent in environmental science, and/or finance and economics.

The working station will be Geneva with travels depending on project needs.

Interested candidates are invited to apply following this [link](#) by 15th August COB