

Job Description – Analyst - ESG, Partnerships and Impact

Job details	
Job title: Analyst - ESG, Partnerships and Impact	Department: Partnerships
Supervisor: ESG Manager	Grade: SP3
About ZEP-RE	
<p>ZEP-RE (PTA Reinsurance Company), an institution of the Common Market for Eastern & Southern Africa (COMESA). The Company was established in 1990 under the Preferential Trade Area, a precursor to COMESA, to develop insurance and reinsurance industries and support capacity building. The Company is headquartered in Nairobi, Kenya, with regional hubs in Zimbabwe and Côte d'Ivoire, and country offices in Uganda, Zambia, Ethiopia, Sudan, Rwanda, and the Democratic Republic of Congo.</p>	
Job purpose	
<p>The Analyst – ESG, Partnerships, and Impact will support the development, implementation, and monitoring of the organization's Environmental, Social, and Governance (ESG) strategy. The role involves coordinating partnerships, conducting ESG impact assessments, ensuring compliance with sustainability regulations, and contributing to ESG reporting and stakeholder engagement efforts.</p>	
Responsibilities & Accountabilities:	
1. ESG Strategy Implementation & Compliance	
<ul style="list-style-type: none">i. Assist in executing the organization's ESG strategy, ensuring alignment with corporate objectives.ii. Conduct ESG assessments to evaluate risks and opportunities in investment and operational activities.iii. Support compliance with ESG-related regulations, frameworks, and reporting standards (e.g., IFRS Sustainability Standards, TCFD, GRI, SASB).iv. Research and monitor emerging ESG trends, regulations, and best practices.	
2. Partnerships & Stakeholder Engagement	
<ul style="list-style-type: none">i. Identify and engage key partners, including regulators, investors, development agencies, and sustainability networks.ii. Support the development of ESG partnerships to drive impact-driven initiatives.iii. Collaborate with internal teams to integrate ESG into business operations and investment strategies.iv. Represent the organization in ESG-related forums, conferences, and working groups.	
3. ESG Impact Measurement & Reporting	
<ul style="list-style-type: none">i. Collect, analyze, and report ESG data to track the impact of sustainability initiatives.ii. Assist in preparing ESG disclosures, sustainability reports, and investor communications.iii. Work with cross-functional teams to ensure accurate reporting on ESG key performance indicators (KPIs).iv. Support the integration of ESG performance into investment decision-making processes.	
4. ESG-Linked Investment & Risk Assessment	
<ul style="list-style-type: none">i. Support the evaluation of ESG risks and opportunities in investment portfolios.ii. Assist in conducting due diligence on ESG-related risks and sustainability-linked financial instruments.iii. Contribute to impact investing strategies and initiatives that align with the organization's ESG goals.	
5. Capacity Building & Advocacy	
<ul style="list-style-type: none">i. Support ESG-related training and awareness programs for internal and external stakeholders.ii. Assist in developing educational materials on ESG best practices.	

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- iii. Contribute to thought leadership on ESG, climate finance, and sustainable investment.

Minimum requirements

- i. Bachelor's degree in Environmental Science, Sustainability, Finance, Economics, Business, Law, or a related field.
- ii. Minimum of 4-5 years of experience in ESG, sustainability, corporate social responsibility, impact investing, or a related field.
- iii. Exposure in ESG reporting, impact assessment, or sustainability frameworks is preferred.
- iv. Exposure to financial services, insurance, reinsurance, or investment industries is a plus.

Core attributes

- i. Strong understanding of ESG frameworks and regulatory requirements.
- ii. Analytical skills to assess ESG risks, opportunities, and impact metrics.
- iii. Excellent research, writing, and presentation skills.
- iv. Ability to manage multiple projects and work collaboratively in a cross-functional environment.
- v. Strong stakeholder engagement and relationship management skills.
- vi. Prior exposure to development partners (donors, DFIs, MDBs).
- vii. Proficiency in data analysis, ESG reporting tools, and Microsoft Office Suite.

Relationships and working contacts

Internal: Director of Partnerships, ESG Manager, Investment, Risk, Legal & Compliance, Finance, Operations.

External: Regulatory Bodies & Industry Associations, Investors & Financial Institutions, ESG Consultants, Development Partners & NGO's.

Work environment

Office based

Signed: Jobholder

Date:

Supervisor: