

Job Description – Young Professional ESG, Partnerships and Impact

Job details	
Job title: Young Professional ESG	Department: Partnerships
Supervisor: ESG Manager	Grade: YP
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 ESG Intern / Young Professional will support the ESG team in implementing and advancing the company's environmental, social, and governance initiatives. This role provides hands-on experience in ESG strategy, reporting, stakeholder engagement, and impact measurement. The successful candidate will gain valuable insights into sustainable business practices and contribute to projects that align with the company's ESG commitments.</p>	
Responsibilities & Accountabilities	
<ol style="list-style-type: none">i. Assist in research, analysis, and reporting on ESG trends, frameworks, and regulations (e.g., GRI, TCFD, SASB, IFRS, UN SDGs).ii. Support data collection, validation, and analysis for ESG disclosures, sustainability reports, and investor presentations.iii. Contribute to the development and execution of ESG initiatives, including environmental sustainability programs, diversity & inclusion efforts, and social impact projects.iv. Engage with internal and external stakeholders to gather insights and align ESG priorities with business objectives.v. Assist in benchmarking company ESG performance against industry peers and best practices.vi. Prepare ESG-related communication materials, including newsletters, case studies, and awareness campaigns.vii. Support ESG compliance efforts by monitoring regulatory changes and reporting requirements.viii. Participate in impact measurement and reporting, ensuring alignment with international sustainability standards.ix. Assist in organizing ESG training sessions, workshops, and stakeholder engagement events.x. Perform any other ESG-related tasks as assigned by the ESG Manager.	

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Minimum requirements

- i. Bachelor's degree in Environmental Science, Sustainability, Finance, Economics, Business, Law, or a related field.
- ii. Prior internship experience in ESG, sustainability, corporate governance, finance, or a related area is an added advantage.
- iii. Basic understanding of environmental and social risk management, climate finance, and sustainable investments.

Core attributes

- i. Strong research and analytical skills with the ability to interpret ESG data and trends.
- ii. Excellent written and verbal communication skills, with the ability to create clear and concise reports and presentations.
- iii. Attention to detail and ability to work with large datasets for ESG reporting.
- iv. Proactive, self-motivated, and eager to learn about ESG and sustainability.
- v. Strong project management and organizational skills.
- vi. Ability to work collaboratively in a fast-paced environment.
- vii. Proficiency in Microsoft Office Suite, knowledge of data visualization tools is a plus.
- viii. Passion for sustainability, responsible business practices, and corporate social responsibility.

Opportunities & Benefits

- i. Hands-on experience in ESG strategy and sustainability reporting.
- ii. Exposure to ESG regulatory and compliance requirements.
- iii. Networking opportunities with ESG professionals and industry experts.
- iv. Potential career progression into ESG and sustainability roles.

Relationships and working contacts

Internal: ESG Manager, Communications, Finance, Operations, Legal, Investment and Risk team

External: ESG Consultants, NGO's, Development Partners.

Work environment

Office based

Signed: Jobholder

Supervisor:

Date: