Sustainability Excellence
Data Analyst

Sustainability Excellence is a fast-growing firm, operating out of Jordan and the United Arab Emirates, providing a full range of sustainability services to companies and governments in the Arab world. We view sustainability management as the next step in management excellence and central to business innovation and competitiveness. Our clients are amongst the leading companies and organizations in the region in pioneering sustainability management and reporting. They span across 8 countries and more than 15 sectors.

Experience and knowledge required:
- Bachelor/ or MSc degree with emphasis in one of the following disciplines preferred: Information Systems, Computer Science, Machine Learning, Finance, Economics, Statistics, Mathematics, or related analytical discipline.
- Ideal candidates would have around 2-4 years of hands-on experience working in web development.
- Strong expertise in PHP, XML, CSS3 and HTML5, SQL (Object oriented programming).
- Good knowledge on data scrapping; coding using but not limited to Java, C++, C#, PHP; data mining, relational databases, and SQL programming.
- Advanced knowledge in analysis and presentation of data.
- Passion for best design and coding practices and a desire to develop new bold ideas

Main Tasks:
- Responsible for the development of front end code specifications, designing and programming front end application layer code to enable modular replication of content delivery through the CMS, and writing standards documentation.
- Build functionality and code with dynamic server-based page construction including PHP.
- Builds user interface applications and back-end databases using various programming and scripting languages.
- Develop innovate and build cloud-based web content management tools to create, manage and publish web content.
- Performs high - level extraction/scraping and analysis of pre-selected quantitative and qualitative data within companies’ websites and reporting; develops solutions to execute data mining procedures.

Skills Required:
- Ability to design functional and thoughtful website user experience; passionate to create an attractive, enjoyable and friendly journey for users
- Ability to think and create outputs that use linear strategic analysis as well as holistic systems thinking
- Ability to create cool apps and experiences that can run on both desktop browsers and tablet device
- Ability to create constructive insights, solutions and functions that can provide a better user experience - resulting in more inversion, visitor retention and brand recognition etc.
- Ability to create web applications and components from the requirements stage, through design, through production deployment.
- Can-do attitude and willingness and ability to learn quickly
- Ability to work effectively both independently and within a team
- Working with a variety of information systems and data files, including large and complex files: analysing file structure, using and creating file layouts, transforming specific raw data into finished products.
- Good project management skills with the ability to manage multiple projects effectively, maintain project plans.

Language Proficiency:
- Fluency in English – reading, speaking, writing
- Fluency in Arabic - reading, speaking, writing – is an asset

Please send your cv and cover letter to: hr@sustainabilityexcellence.com
Sustainability Excellence
Environmental, Social, Governance (ESG)/Sustainability Analyst

Sustainability Excellence is looking to hire an ambitious research professional with proven organizational efficiency, team management, performance management, and interpersonal skills, particularly as relates to a high-performing small-medium sized business, to join our company as an ESG/Sustainability Analyst.

As our human capital is at the heart of our business, we have put in place a concerted set of measures aimed at guaranteeing your integration and career growth to allow you to reach your full potential based on your competencies and motivations.

Expectations:
This position requires a highly organized individual with excellent time management, strong analytic thinking, high level written and verbal communication skills, a relevant experience in data gathering, trend analysis, metric assessment. This role will work extensively on developing ESG insights from a pool of data that has already been created via a ‘big data’ project developed by Sustainability Excellence.

Experience Required:
Being a fresh graduate from a Business School ideally completed by a Master degree in Finance, Social Sciences, or any other discipline. An experience in Corporate Social Responsibility or a high interest towards this field would be a plus. You are necessarily fluent in English.

Location & Travel Requirements:
The position is based in Amman, Jordan – where the ESG Research Team is based.

Reporting To:
The ESG Analyst will report directly to the ESG Research Manager.

Knowledge Desired:
- Business Degree from an Accredited University, strongly preferred to be completed in English; sustainability academic focus or similar is considered an asset.
- Knowledge of regional or global sustainability topics, trends and opportunities.
- Good understanding of sustainability and how companies manage environmental, social and governance issues would be an advantage.

Main Tasks:
Data Management:
Responsible for collecting, populating and updating ESG online system Database. Capturing of data and key aspects of ESG data collection: capturing and updating ESG database, including data requirements for GRI, Carbon Disclosure Project, CDP Water, the data requirements of all ratings agencies and investor groups with which we do business, and any other data and content requirements as agreed or as contracted within reason. Establishing contacts with the companies and their relevant stakeholders in order to get additional specific ESG information,
Quality of Data:
Continuously reviewing and enhancing all systems for capturing data and content of tracked companies and government departments, and ensuring and validating the accuracy of that data and content.

Data-driven insights:
Providing ESG trend analysis. Continuous development of the data to draw out key insights that will be of interest to the public or specific target audiences. These insights must be identified, explored, validated, and captured in an effective and engaging manner for expected users of these insights.

Benchmarking and presentations:
The ESG Analyst will analyse ESG data and develop key insights for a wide variety of benchmarkings and presentations. This requires a creative and strong visual-eye to pull out and present interesting case-studies and analysis in an end-user friendly manner.

Developing Sustainability Indices:
Support the ESG Research Manager on the development of region-specific, nation-specific, and market-specific sustainability indices.

Skills Required:

- Ability to analyse regional sustainability data and information, create interesting and engaging findings, and present the information in a concise manner.
- Possess an affinity to both quantitative and qualitative research and analysis.
- Possess a strong command of communications; have the ability to creatively tell the relevant and interesting stories that the numbers, data and information collected through research tells, in an alluring fashion.
- Efficient, highly effective work ethic - able to work in a fast-paced environment; bring a can-do attitude.
- Ability to work in and collaborate with high-performance teams, and support the growth of team members.
- Highly proficient with computers, Microsoft Office (Word, Excel, PowerPoint).
- Be self-motivated, enthusiastic and passionate about sustainability; infuse and maximize creativity and innovation into the corporate culture, propose innovative ideas.
- Ability to think and create outputs/insights that are use linear strategic analysis as well as holistic systems thinking.

Language Proficiency:

- Fluency in English – reading, speaking, writing
- Fluency in Arabic – reading, speaking, writing – is an asset

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