

JOB DESCRIPTION AND KEY PERFORMANCE INDICATORS

JOB TITLE: SUSTAINABILITY ASSISTANT

Role Overview

Item	Description
Role Purpose	We are seeking a highly motivated and detail-oriented Sustainability Associate to support the delivery of Environmental, Social, and Governance (ESG) initiatives across the firm and for our clients. The role will contribute to the planning, coordination, and execution of sustainability strategies, ensuring alignment with corporate responsibility objectives, stakeholder expectations, and global best practices.
Reporting Line	The Sustainability Associate will report directly to the Sustainability Senior.

Key Responsibilities

Area	Responsibilities
1. ESG Advisory and Project Support	• Support ESG and sustainability advisory projects including assessments, strategies, carbon foot printing, and reporting. • Assist in development of client proposals, presentations, and reports.
2. Research and Regulatory Monitoring	• Conduct research on ESG frameworks (GRI, IFRS S1/S2, TCFD, SDGs) and sustainability trends. • Track sustainability-related regulatory developments in Uganda and the region.
3. Data Collection and Analysis	• Collect, verify, and analyze ESG data • Support development of ESG KPIs and dashboards.
4. Reporting and Disclosure	• Assist in preparing ESG reports aligned to international standards. • Support responses to client ESG questionnaires and RFPs.
5. Internal Sustainability Initiatives	• Support sustainability embedding across the firm. • Assist in awareness, training, and internal reporting.
6. Stakeholder Engagement	• Coordinate with internal teams and external stakeholders. • Support workshops and stakeholder engagements.

Candidate Profile

Parameter	Requirements
Qualifications	Bachelor's degree in environmental science, Sustainability, Development Studies, Economics, Finance, or related field.
Experience	• 1–2 years' experience in sustainability, ESG, consulting, auditing, or related field • Experience in professional services, consulting, or development sector is highly desirable.

Core Skills and Competencies

Competency Type	Details
Technical	• Understanding of ESG frameworks (GRI, SASB, TCFD, IFRS) • Knowledge of climate change and carbon accounting. • Strong Excel skills (Power BI is an advantage).
Professional	• Strong report writing and presentation skills. • Attention to detail and analytical thinking. • Ability to manage multiple tasks and deadlines.
Behavioral	• Proactive and curious mindset. • Strong communication and stakeholder engagement skills. • Passion for sustainability and impact.

Desirable Attributes

Additional Qualifications
• ESG reporting or consulting exposure. • Experience with NGOs or development agencies. • Knowledge of Uganda ESG environment. • Certifications: GRI, CFA ESG, or climate-related courses.

Key Performance Indicators (KPIs)

Focus Area	Success Metric
Operational Excellence	Timely delivery of ESG outputs.
Data Integrity	Quality and accuracy of ESG data.
Business Growth	Contribution to client work and proposals.
Internal Culture	Support to internal sustainability initiatives.
Relationship Management	Positive stakeholder feedback.

Apply here: <https://docx.maztools.ug/hr/recruitment/application-form/> by **31 July 2026**