



RENEWABLES FIRST

Job Title: Associate Learning and Development

Location: G-8 Markaz, Islamabad

Department: Communications and Learning

Type: Full time

Contract: 1 year

About Renewables First

Renewables First (RF) is a think tank for energy and the environment. Our mission is to drive just and inclusive energy and climate transitions through impactful research, advocacy, and strategic partnerships. Learning is central to our work, focusing on capacity building for our ecosystem partners, networks, and internal teams in the energy and climate sectors.

Job Description

Renewables First seeks a proactive and dynamic Associate Learning and Development to support the Learning initiative, including the Margalla School on Energy and Climate (MSEC) and broader capacity-building efforts. This early-career role is integral to strengthening the learning ecosystem by planning, coordinating, and facilitating internal and external training programs, knowledge-sharing initiatives, and engagement with key stakeholders.

Key Responsibilities

- Develop, manage, and enhance learning programs, including workshops, training modules, and knowledge-sharing sessions for both internal teams and external stakeholders in the energy and climate ecosystem.
- Assist in the execution of the Margalla School fellowship, overseeing the competitive application process, screening candidates, coordinating logistics, and ensuring a high-impact learning experience.
- Assist in curriculum design and content development, ensuring the learning materials are aligned with current energy and climate discourse, tailored to the needs of diverse audiences.
- Build and maintain relationships with partners and experts to enhance learning opportunities and develop collaboration in the energy and climate sector.
- Develop content to communicate learning outcomes through social media.
- Support the development of MEL frameworks to track the impact of capacity-building initiatives and contribute to continuous program improvement.

Qualifications and Skills

- Bachelor's degree in Communications, Education, Environmental Studies, Public Policy, or a related field.
- 01-02 years of experience in learning and development, program coordination, or communications, preferably in the energy, environment, or education sector.
- Strong project management skills with the ability to coordinate multiple learning initiatives simultaneously.
- Excellent communication skills in English and Urdu, with a strong ability to develop engaging learning content.
- Experience in social media management and digital knowledge-sharing platforms.



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- Knowledge of renewable energy, climate change, and sustainable development issues is a plus.
- Proficiency in Microsoft Office and familiarity with learning management tools is preferred.
- Self-driven, adaptable, and passionate about capacity building and knowledge-sharing.

What We Offer

- Competitive salary
- Health insurance
- Professional development opportunities
- Access to local and international training programs
- Friendly and collaborative work environment
- Flexible working hours
- Opportunity to contribute to shaping the energy and climate learning ecosystem

Application

If you are passionate about learning, capacity building, and driving meaningful impact in the energy and climate space, we encourage you to apply. The last date to apply for this position is **23rd March 2025**. Applications are reviewed on a rolling basis. Female candidates are strongly encouraged to apply.

Please email a letter of motivation, along with your CV in one PDF document, using the following format for the file name: "First name_Last name_Job Title" to hr@renewablesfirst.org