



EMIRATES GREEN BUILDING COUNCIL

JOB DESCRIPTION: TECHNICAL ANALYST

Job Title:	Technical Analyst	Department:	Technical Program
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Reporting Line	Director ↑ Technical Manager ↑ Technical Analyst
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Job Purpose
 To assist with the planning, organizing and implementation of various technical projects and initiatives that make up Emirates Green Building Council's Technical Program, which shall include supporting technical workshops and events, technical projects and communications, and coordinating efforts to support research and data collection.

- Key Responsibilities**
- Provide input into the development of EmiratesGBC's technical program and its strategy, inclusive of KPI's
 - Coordinate monthly technical workshops and oversee the write up of supporting technical papers
 - Contribute to a variety of technical projects, determined by annual priority areas
 - Support Green Key program by conducting hotel audits and coordinating certification recommendations
 - Support technical aspects of the Annual Awards program
 - Work with corporate members and industry experts to prepare case studies
 - Work closely with office team to contribute technical content to communications, marketing campaigns and educational events
 - Support small in-house research projects on sustainability issues in the UAE (data collection, analysis and identifying solutions)
 - Prepare UAE benchmarks in various issues related to energy, water, GHGs, and other demographics affecting sustainability
 - Respond to technical queries from members and stakeholders
 - Represent EmiratesGBC in a professional manner at all times

Key Relationships

Internal	External
Office team	All Stakeholders (including but not limited to EmiratesGBC members, academic institutions, strategic partners, suppliers, etc.)
Management Committee	

- Qualification/Experience**
- 0-2 years minimum experience with demonstrated understanding of the green building topics
 - Familiarity with UAE green buildings sector and applicable regulations
 - University degree and working knowledge of sustainability issues
 - Research experience

- Soft Skills**
- Professional at all times; culturally sensitive and diplomatic
 - Self starter, motivated and energetic
 - Able to multi-task and meet demanding deadlines; time management and organization skills are a must
 - Excellent written and verbal communication skills (English required, Arabic preferred); Public speaking skills
 - Strong reporting and proposal writing skills
 - Strong analytical and problem-solving skills
 - Efficient in Office software packages with good graphing and presentation capabilities
 - Working knowledge and efficiency in WordPress