

Job Title: ESG Associate & Personal Assistant

Location: Kampala, Uganda

Reports To: Principal

Engagement Type: Stipend + Commission

Job Purpose

To support the principal across live ESG and sustainability engagements, client development, reporting, research and day-to-day administrative priorities. The role provides direct exposure to ESG advisory, client conversations and reporting, with hands-on training, mentorship and progressively greater responsibility as the practice grows.

Qualifications

Bachelor's Degree in Environmental Science / Environmental Management.

Key Responsibilities

Client & Business Development

- Identify and approach prospective clients for ESG advisory and reporting work.
- Lead early-stage client conversations and help convert opportunities into signed engagements.
- Own follow-up by keeping live opportunities and existing relationships warm and moving forward.

ESG & Reporting Work

- Support, and over time independently produce ESG and sustainability reports, including social and rights-related reporting.
- Carry out desk research, drafting and analysis for client work.
- Help shape how findings and recommendations are packaged and presented to clients.

Personal & Operational Support

- Manage the Principal's schedule, correspondence and day-to-day priorities.
- Maintain and grow a professional social media presence for the practice.
- Handle general administration using Microsoft Office, including Word, Excel, PowerPoint and Outlook.
- Travel within Uganda and the region for client meetings as needed.

Person Specifications

Essential Requirements

- Genuine interest in, and working understanding of, ESG principles. Training, coursework or practical exposure all count.
- Confidence engaging and negotiating with clients, or clear aptitude and willingness to learn client conversations.
- Strong written and spoken English.
- Comfortable using Microsoft Office and managing professional social media.
- A valid driving license.
- Self-motivated, organised, responsible and able to work with real independence.
- Evidence of report writing — a dissertation, internship deliverable, or NGO project

Desirable Experience

- Prior experience drafting ESG, sustainability or rights-related reports.
- An existing network of potential clients or referral contacts.

Competence

Technical

- ESG research, analysis and report drafting.
- Client engagement, follow-up and negotiation aptitude.
- Professional written and verbal communication.
- Microsoft Office proficiency and professional social media management.

Behavioral

- Initiative and self-motivation.
- Organisation, responsibility and ownership.
- Resourcefulness and ability to work independently.
- Results focus and willingness to learn by doing.

Compensation & Development

- Direct mentorship and hands-on ESG training from an actively practising principal.
- Commission on every client's engagement the role helps secure; earning potential is not capped by a fixed salary.
- A monthly stipend while the client pipeline builds, reviewed as the practice grows.
- A flexible, trust-based working arrangement that rewards initiative and results rather than hours logged.
- A clear path to a larger, permanent role as revenue and the client base expand.

Candidate Profile

This role is designed for someone building an ESG career - a recent graduate, early-career professional or someone transitioning into sustainability work. It is best suited to a self-driven, responsible and resourceful professional who is ready to learn by doing, take real responsibility and grow with the practice.

Application Requirements

- Submit a CV and a cover letter explaining why ESG interests you and what you would bring to client conversations.
- A copy of the driving license and any past report or written samples are welcome but not required.
- Applications should be sent to: **Careers@se.holdings**