



## JOB DESCRIPTION

<b>Position Title:</b>	Senior Analyst, Sustainability & ESG	<b>Position Type:</b>	Exempt
<b>Department/Group:</b>	External Affairs	<b>Location:</b>	Dallas, TX
<b>Reports To:</b>	Director of Sustainability	<b>Direct Reports:</b>	0

### Company Description

Kosmos Energy is a leading deepwater exploration and production company focused on meeting the world’s growing demand for energy. We have diversified production, a world-class gas development, and value creation opportunities from exploration in the proven basins where we operate.

Our key assets include production offshore Ghana, Equatorial Guinea and U.S. Gulf of Mexico, as well as a world-class gas development offshore Mauritania and Senegal. We also maintain a sustainable proven basin exploration program in Equatorial Guinea, Ghana and U.S. Gulf of Mexico. Kosmos is listed on the New York Stock Exchange and London Stock Exchange and is traded under the ticker symbol KOS.

As an ethical and transparent company, Kosmos is committed to doing things the right way. The company’s Business Principles articulate our commitment to transparency, ethics, human rights, safety, and the environment. Read more about this commitment in our Corporate Responsibility Report. For additional information, visit [www.kosmosenergy.com](http://www.kosmosenergy.com).

### Basic Function

Kosmos Energy has set out a clear agenda to support the energy transition as well as remain a leader among peers for our work across sustainability topics. We are now looking to add to our team by recruiting a Sustainability & ESG Senior Analyst who can help the company maintain a leading edge in the formulation, delivery, and communication of our sustainability strategy. The Analyst will report to the Director of Sustainability & ESG to identify, manage and respond to stakeholder expectations for operating a responsible and sustainable business. The Analyst will also work closely with the Vice President of Corporate Communications to write and publish the annual Sustainability Report and other related corporate materials. The role sits within the External Affairs team and the successful candidate will work across the entire company to drive the Sustainability & ESG agenda.

### Essential Responsibilities and Job Duties

- Monitor sustainability trends and assess the implications for Kosmos Energy’s business strategy
- Research, write, and manage production of Kosmos Energy’s sustainability disclosures including the *Sustainability Report*, *Climate Risk and Resilience Report*, *Payments to Government Report* and *Modern Slavery Statement*
- Work with the external affairs team to strengthen Kosmos Energy’s climate change policy and coordinate efforts to measure, reduce and mitigate carbon emissions
- Organize and manage Sustainability and ESG materiality assessments and stakeholder engagement reviews
- Review peer disclosures and provide recommendations on how to enhance Kosmos Energy’s sustainability and ESG communications
- Review requirements for and complete ESG rating submissions (e.g. CDP)
- Engage with ESG rating agencies to capture and analyze ratings and feedback (e.g. MSCI, ISS)

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- Write, edit and produce Q&A documents, talking points, presentations and other materials to support Investor Relations and update the Senior Leadership Team and Board
- Work with international offices and corporate communications to actively promote social investment initiatives, such as capacity building programs, charitable donations, environmental programs, sponsorships, and others
- Review requirements for non-financial data and engage with Business Units and Corporate functions to effectively collate data to strengthen our reporting and engagement
- Support the assurance process of non-financial data (e.g. GHG emissions, social investment)
- Handle other projects, duties and responsibilities as assigned.

The list of responsibilities is not exhaustive, and the successful candidate will be required to undertake such tasks as may reasonably be expected within the scope of the role.

### Qualifications and Education Requirements

- Minimum of 3 years of experience in relevant ESG work in a corporate environment, consulting or corporate communications
- Demonstrable experience in best practice reporting
- Knowledge of initiatives such as the Task Force on Climate-Related Disclosures, Sustainable Development Goals and the Value Reporting Foundation
- Knowledge of ESG ratings and indices
- High proficiency in Word and PowerPoint
- Demonstrated project management experience
- Bachelor's Degree in a relevant field (English, Communications, Sustainability)
- Able to work in a fast-paced environment

### Attributes

- Strong interpersonal and communication skills
- Exceptional project management skills, can be relied on to get the job done accurately and on time
- Skilled writer who can adjust his or her writing style to fit a variety of channels and circumstances
- Ability to analyze complex information from multiple sources and provide succinct summaries and recommendations
- Entrepreneurial with an interest in sustainability and ESG
- Has little need for close management supervision and direction, and is comfortable and effective in an informal operating environment
- Ability to manage urgent and potentially conflicting priorities
- Proven ability to collaborate with team and generate solutions
- Ability to handle and protect sensitive information in a confidential and professional manner
- Must be able to work with diverse employees, partners and governments from all parts of the world.



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### Travel Requirements

Position requires approximately 10% travel, domestic and international

### Physical Requirements and Working Conditions

Must possess mobility to work in a standard office setting and to use standard office equipment (computer, printer, copier, etc.) stamina to maintain attention to detail despite interruptions, strength to lift and carry files weighing up to 25 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in person and over the telephone

All qualified applicants will receive consideration for employment without regard to race, color, sex, sexual orientation, gender identity, religion, national origin, disability, veteran status, age, marital status, pregnancy, genetic information, or other legally protected status.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	