

# CAREER OPPORTUNITY

## PLANNING OFFICER

Are you interested in joining an organization that's passionate about helping Manitobans save energy, money, and the environment?

Efficiency Manitoba is our provincial Crown corporation focused on working with Manitobans to reduce electricity and natural gas consumption in homes, businesses, and communities across the province.

We're a dynamic, nimble, action-oriented, and transparent organization that fosters positive engagement, creativity, and diversity across our team and those with whom we work. With our purpose-driven culture and commitment to putting people first, we were selected as one of Manitoba's Top Employers in 2025.

We're currently recruiting a full-time, permanent Planning Officer.

### POSITION OVERVIEW

Under the direction of the Planning & Regulatory Lead, the Planning Officer is responsible for leading the training, coordination, complex analysis, and aggregation of forecasted savings and expenditures of energy efficiency (EE) and Demand Side Management (DSM) programs and initiatives for inclusion in the Efficiency Plan and for use by external organizations. The Planning Officer must demonstrate strong analytical, organizational, mentorship, and communication skills combined with in-depth technical and industry knowledge of EE planning techniques and protocols.

### RESPONSIBILITIES

- Lead the analysis process of the Efficiency Plan (and Plan extensions).
- Lead the submission of forecasted savings and budgets for inclusion in Manitoba Hydro's Integrated Resource Planning Process, Market Forecasts, and the Integrated Financial Forecast.
- Manage all aspects of the Efficiency Plan data analysis processes, databases, and spreadsheets including aggregation to ensure critical deadlines are met. Provide associated template development and updates, training, mentorship, and guidance for the Efficiency Manitoba team in relation to the same. Proactively make ongoing process improvements.
- Foster ongoing lines of communication and a collaborative working relationship with Manitoba Hydro ensuring up-to-date information is available

to Efficiency Manitoba including avoided utility cost data, customer energy rates, and load/volume forecast details on a regular basis; modify Efficiency Manitoba analysis spreadsheets to appropriately incorporate new technical information as it becomes available.

- Develop and maintain understanding of Manitoba Hydro Integrated Resource Planning and Load Forecasting processes as they relate to Efficiency Manitoba's activities.
- Undertake ad hoc analysis, work on analytical projects, and respond to any information requests related to the Efficiency Plan.
- Act as Efficiency Manitoba's subject matter expert on EE planning methodologies, cost-benefit spreadsheets, and data analysis.
- Consult with and provide guidance to program staff in accurately incorporating program inputs and assumptions into the EE program cost-benefit spreadsheets to ensure appropriate and accurate program assessments.
- Undertake ongoing research on industry best practices and liaise with other program administrators and external companies related to EE planning assumptions and methodologies, DSM analysis, technologies, and initiatives.
- Assist with Manitoba Public Utilities Board (PUB) submissions, preparation, information request responses, and witness support.
- Assist with strategic planning processes as required.
- Assist with EE program evaluation work as required, particularly as it relates to planning data and ensuring accuracy of information and reporting.

## REQUIREMENTS

- A four-year Bachelor's degree majoring in Economics, Finance, Accounting, Marketing or equivalent (for instance, Environmental Sciences or Engineering) and a minimum of three years of directly related experience demonstrating the skills and abilities required by this position.
- Demonstrated expertise in the long-range planning and assessment of EE programs, including knowledge of planning methodologies and experience in performing economic analysis using EE industry and EM's legislated cost effectiveness tests.
- Sound knowledge of nationally accepted EE planning techniques and methods.
- Proven experience with software used for DSM product/service screening, program screening, program planning and evaluation and aggregation of program results.
- Advanced-level proficiency in Microsoft Excel, including advanced formula development, pivot tables, data modeling, and Power Query. Ability to build

and manage complex spreadsheets for program planning, cost-effectiveness analysis, and performance reporting.

- Demonstrated ability to work accurately and apply high attention to detail in complex spreadsheets and/or data analytics platforms.
- Strong understanding of EE industry-accepted program design and evaluation principles, economic analysis, and market transformation concepts as they apply to EE products and services.
- Applied knowledge of the interaction of building systems and energy, including both electric and natural gas technologies.
- Demonstrated oral and written communication skills, including the ability to develop comprehensive reports, prepare, and provide formal presentations.
- Demonstrated ability to use the Microsoft Office Suite of software applications beyond Excel as noted above including Word and PowerPoint.

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We're proud to provide and foster a supportive and team-oriented work environment. We offer a competitive compensation package, which includes a defined-benefit pension plan and access to a comprehensive health benefits plan. We provide the opportunity for virtual work arrangements and have a nine-day work cycle which normally results in every other Monday off.

The starting salary for this position will be commensurate with qualifications and experience; with candidates whose qualifications are closer to the minimum requirements for the position typically joining the organization at a salary nearer to the lower end of the range. The salary range for this position is \$72,334.92 to \$100,128.83 annually.

At Efficiency Manitoba, we're committed to creating and maintaining a safe, equitable, and inclusive work environment. Women, Indigenous peoples, persons with a disability, and members of visible minorities are encouraged to self-declare in their application. Reasonable accommodation is available to applicants who may experience a barrier arising from a protected characteristic(s) identified in The Manitoba Human Rights Code. Please let us know if you require accommodation during the recruitment process.

The ability to communicate in French, both verbally and in writing, is considered an asset for all positions at Efficiency Manitoba.

We encourage interested candidates to apply by emailing their application, including their qualifications and relevant experience, to [careers@efficiencyMB.ca](mailto:careers@efficiencyMB.ca) no later than **Wednesday, February 25, 2026**. Please reference the position title in the subject line of your email.

We thank all candidates who apply; however, only those selected for an interview will be contacted.

For more information about Efficiency Manitoba, candidates can visit our website at [efficiencyMB.ca](http://efficiencyMB.ca).