



MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE

JOB DESCRIPTION: CLIMATE CHANGE OFFICER – MITIGATION I

CORPORATE INFORMATION

1. Position Level: Salary Band (Band G)
2. Salary Range: (\$28,605.45 - \$38,140.60)
3. Duty Station: Suva, travel to divisions and districts required & international travel.
4. Reporting Responsibilities;
 - a) **Reports To:** Climate Change Officer – Mitigation Specialist
 - b) **Liaises with:** Inter and Intra Ministry staff, NGOs, Local Stakeholders
 - c) **Subordinates:** Climate Change Officer – Mitigation II

POSITION PURPOSE

The position is responsible for providing support on climate change mitigation.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following:

1. Providing advice on climate change policy issues especially on climate change mitigation (CC Policy, LEDS and NDC);
2. Providing technical backstopping on the formulation of Fiji's Nationally Determined Contribution, review and update;
3. Assisting in the preparation of national communications and other periodic reports to the UNFCCC;
4. Supporting the development and review of national policies on climate change;
5. Assisting the development of awareness and advocacy materials on climate change, including providing inputs to the quarterly newsletter and the climate change portal;
6. Provide support for inter-governmental/ UNFCCC processes on climate change and represent the Climate Change Division in key development forums. Contributing to the knowledge base of the division through statistics, policy papers and briefs;
7. Preparing statements and presentations and assisting in the organization of high-level meetings, consultations, visits, and special events;
8. Representing the Climate Change Division in key development forums; and
9. Performing any other duties within his/her professional competence as required.

KEY PERFORMANCE INDICATORS

1. All relevant policies and plans are developed, endorsed and successfully implemented within the agreed timeframes, and specific requirements.
2. All relevant papers, reports, speeches, briefings, comments and submissions are compiled with appropriate information within standard reporting requirements and submitted within agreed timelines.
3. Build, maintain and sustain effective key stakeholder partnerships through the timely delivery of advice, policy and process updates that support achieving Ministry objectives.

4. Attend all UN related conferences such as COPs, as well as other relevant local and international meetings organised by development partners are attended to as and when required.

PERSON SPECIFICATION

In addition to a relevant Postgraduate Diploma in Climate Change, Natural Resource Management, Environmental Science or related field with a good Bachelor's degree in science or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

1. Experience in undertaking policy analysis and project administration related work;
2. Past experience in dealing with climate change issues on a national and international level including climate change negotiations will be considered favourably; and
3. Knowledge of the UNFCCC and its processes and the Paris Agreement.

SKILLS AND ABILITIES

1. Understanding of applicable regulations, policies and laws and demonstrated ability to exercise effective judgment, creativity, be open to change and to see the implications of the changes proposed.
2. Demonstrated ability to be responsive to employer needs and possess strong technical background;
3. Demonstrated ability to identify issues and negotiate successful outcomes;
4. Excellent communication skills (written and oral);
5. Possess strong analytical, data interpretation and computer skills; and
6. Experience working in multi-disciplinary, multi-cultural and/or cross-sector teams.
7. Capacity to utilise computer programs to support daily operations
8. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

PERSONAL CHARACTER AND ELIGIBILITY

Applicants for employment must be Fijian Citizens, under Age 60, in sound health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

The Ministry is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required for the job, as this criteria will be considered in assessing the relative suitability of applicants.