



## MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE

---

### ROLE | JOB DESCRIPTION: Principal Climate Change Officer - Mitigation

#### CORPORATE INFORMATION

1. **Position level:** Band I
2. **Salary range:** \$48,025.95 - \$61,175.92
3. **Duty Station:** Suva, extensive travel to divisions and districts required.
4. **Reporting Responsibilities:**
  - a) **Reports to:** Director Climate Change
  - b) **Liaises with:** Ministry staff, Government agencies, External partners and International agencies.
  - c) **Subordinates:** 2 ( Mitigation Officer I and Mitigation Officer II)

#### POSITION PURPOSE

The Mitigation Specialist will be responsible for providing technical, policy and programming implementation support and oversight, and effective and efficient enforcement of the climate change mitigation component of the National Climate Change Policy, the Climate Change Act and Fiji's commitment to achieve the objectives of the Paris Agreement.

#### KEY RESPONSIBILITIES

The position will achieve its purpose through the following key duties:

1. Lead the development, review, and implementation of national climate mitigation policies, strategies, and regulations, including Fiji's NDCs, Low Emission Development Strategy, and related plans, in alignment with the Climate Change Act and UNFCCC obligations.
2. Provide specialized technical and policy advice on climate change mitigation to support the implementation of national and international commitments and ensure informed decision-making.
3. Manage and coordinate all climate mitigation projects and technical assistance programs, focusing on building national capacity, tracking NDC implementation progress, and meeting UNFCCC transparency and reporting requirements.
4. Oversee the preparation and submission of mitigation components of the national reports to the UNFCCC, including National Inventory Reports.
5. Conduct research, analysis, and evaluation of climate mitigation issues and trends to produce assessments, policy briefs, and other knowledge products for advocacy, awareness, and policy development.
6. Foster strategic collaboration and represent the Fijian Government by engaging with government ministries, development partners, and stakeholders to promote integrated programming and representing national interests in key climate change forums.
7. Manage the division's human and financial resources by overseeing recruitment, promoting staff development through training, and guiding and motivating staff to ensure productivity and achieve organizational goals.

8. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting, awareness outreach and human resource activities where required.

## **KEY PERFORMANCE INDICATORS**

1. All agreed activities for supporting technical assistance programmes for the enhancement of Fiji's capacity to track progress of the implementation of mitigation actions;
2. All reports reviewed and compiled with appropriate information and submitted within agreed timeframes and the timely delivery of advice, policy and process updates that support achieving the objectives of the division.
3. All staff are supervised, supported and mentored for active professional participation and timely achievement of individual work plan objectives that support the implementation of activities accordingly.
4. All relevant local and international meetings organised by development partners are attended to as and when required, and Fiji's national positions are well maintained.

## **PERSON SPECIFICATION**

In addition to a Master's degree or equivalent in Science or a related area with a Bachelor's qualification in relevant field or equivalent from a recognized institution, the Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

### **Knowledge and Experience**

1. At least 3 years of work experience in a professional environment;
2. In-depth knowledge of UNFCCC, climate change concepts, principles and issues and the ability to apply to strategic and/or practical situations, covering the economic, social and environmental dimensions;
3. Experience in undertaking policy analysis and project administration;
4. Experience in dealing with climate change issues on a national and international level;
5. Experience in research, quantitative data and policy level analysis
6. Demonstrated experience liaising with stakeholders from different organisations and backgrounds in order to meet varying priorities and needs; and
7. Sound knowledge (or prior experience which demonstrates the ability to rapidly acquire knowledge) of Fijian Government legislation, policies and procedures

### **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 organization.

### **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 applicant.

