



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Climate Change Mitigation Specialist</b>
<b>Work unit:</b>	Climate Change and Environmental Sustainability Programme (CCES)
<b>Location:</b>	SPC Suva, NDC Hub office
<b>Reporting to:</b>	Director CCES
<b>Purpose of role:</b>	The role of the Climate Change Mitigation Specialist is to assist in the screening, assessment and development of country requests pertaining to mitigation issues, in particular in energy and transportation areas; lead and coordinate the implementation of country requests in the area of mitigation, as appropriate; collaborate with the SPC Georesources and Energy Programme and other relevant partners; contribute its mitigation expertise to NDC Hub partners-led activities and NDC Hub regional activities; and, support the Pacific NDC Hub Implementation Unit in all issues pertaining to climate mitigation
<b>Date:</b>	June 2020

### Organisation Context:

The **Climate Change and Environmental Sustainability Programme (CCES)** reports to the Deputy Director General (Noumea). The programme leads and coordinates SPC's Climate Change and Environmental Sustainability actions and extends technical assistance and strategic coordination across the organisation to design and implement climate change adaptation and mitigation projects, in collaboration with relevant SPC Divisions and Programmes, and in partnership with SPC's members and donors. The programme also provides leadership and coordination of the overall environmental sustainability of SPC's divisions and operations.

CCES' specific objectives include assisting Pacific countries and territories to transit to a low-carbon economy and adapt a number of key national sectors to the effects of climate change, enhancing collaboration with other regional organizations and promoting the Pacific climate change agenda at the international level and providing an effective framework for resource mobilization.

The **Regional Pacific Nationally Determined Contributions Hub** (in the following referred to as "the NDC Hub") aims to address identified needs and priorities of Pacific Island Countries (PICs) to enhance and successfully implement their NDCs. The NDC Hub is a direct outcome of the inaugural Climate Action Pacific Partnership (CAPP) Conference, organized by the Fiji COP23 Presidency on July 3-4 2017 in Suva, Fiji. The concept was further developed at the Partnership Days during pre-COP meetings in October in Nadi, Fiji, and side-events during UNFCCC COP 23 in November 2017. At the NDC Partnership (NDCP) high-level event on November 14, 2017, the Hon. Prime Minister of Fiji and President of COP 23 formally launched the NDC Hub.

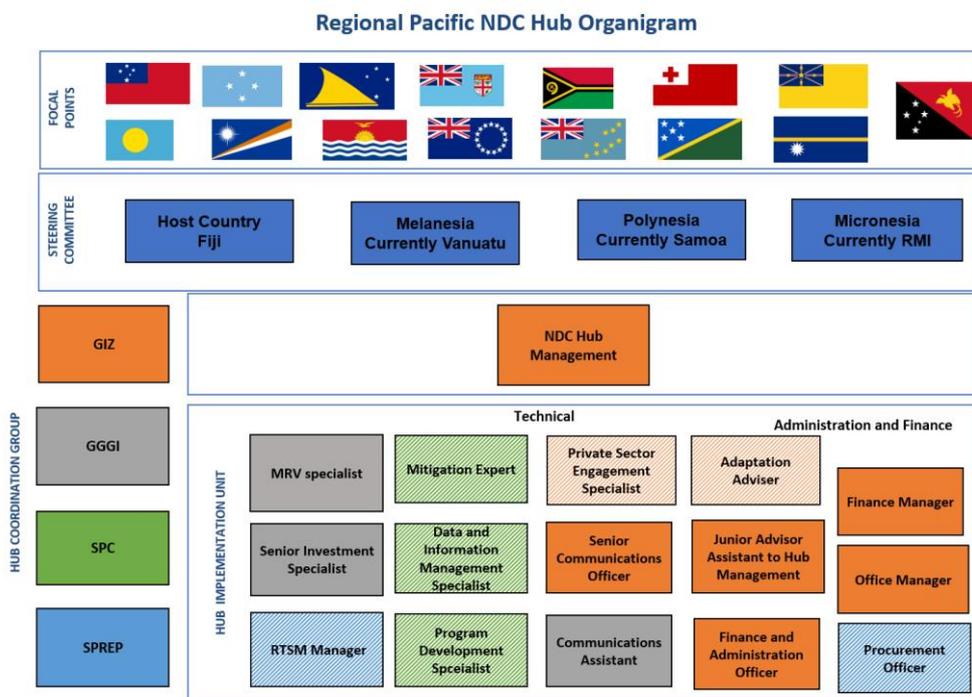
The expected objective of the NDC Hub is that PICTs enhance and implement their country's NDC, driving sustainable and resilient development and transitioning to a low carbon development pathway. The NDC Hub will promote partnerships with the private sector for financing and implementation of NDCs in the Pacific Island region. Specific outputs of the NDC hub include:

- **Output 1:** NDCs reviewed and enhanced

- **Output 2:** Roadmaps and investment plans developed to support NDC implementation at the national level informed by lessons and exchanges within the Pacific
- **Output 3:** Finance leveraged to support NDC implementation through improved regional coordination
- **Output 4:** Guidance and technical assistance provided and tools produced to streamline and integrate NDCs into national and regional plans and processes as well as legislation and standards
- **Output 5:** NDC related information, best practices and learning mechanisms easily accessible to national, regional and global audiences

The governance of the NDC Hub is led by a country-owned steering committee; it is guided and supported by a Regional Pacific NDC Hub Coordination Group comprised of 4 NDC Hub partners - The Pacific Community (SPC); The Secretariat of the Pacific Regional Environment Programme (SPREP); The Global Green Growth Institute (GGGI); and the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

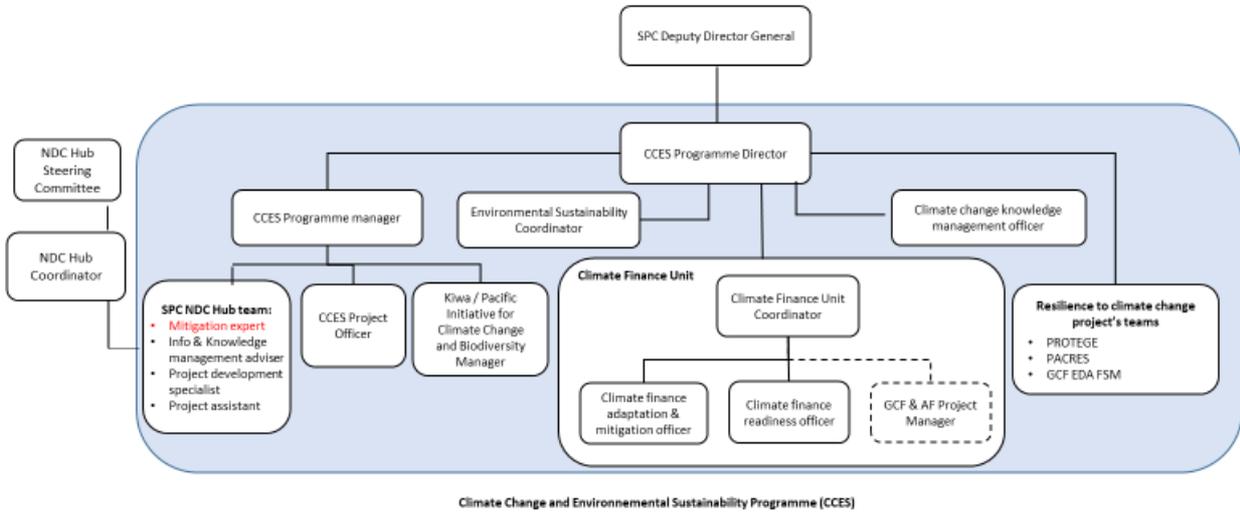
CCES carries the oversight and management of the SPC-led component of the NDC Hub. And CCES Director is the SPC representative on the Hub Coordination Group.



As part of the Pacific regional architecture, the NDC Hub is affiliated to the Pacific Resilience Partnership (PRP), the regional governance mechanism for the FRDP, to strengthen coordination and complementarity of actions to promote low carbon development, with the ambition of reaching net zero emissions, and resilient development.

The Climate Change Mitigation Specialist will be embedded within the Pacific NDC Hub hosted by SPC Suva, Fiji and will be part of the NDC Hub core team of staff. The Climate Change Mitigation Specialist will report to the CCES Director and coordinate their work with the NDC Hub management and the SPC’s Geosciences-Energy-Maritime (GEM) division.

**Under the contractual responsibility of the CCES program Director and in liaison with the NDC Hub Management, the Climate Change Mitigation Specialist supports the work of the NDC Hub in the area of climate change mitigation, with special expertise in energy and transportation.**



### Key Result Areas:

The Climate Change Mitigation Specialist is in charge of developing substantive inputs and analyses to the development and delivery of technical assistance and capacity-building in the area of **climate change mitigation**, including **activities at both regional and at country level** and as per the needs of the participating countries expressed to the NDC Hub.

Key responsibilities of the role include:

1. Support countries in developing requests in the area of climate mitigation and the NDC Hub Implementation Unit in screening and assessing requests in this area
2. Lead the implementation of country requests in the area of climate mitigation
3. Contribute its expertise to NDC Hub partners-led activities and NDC Hub regional capacity building activities in this area
4. Support the Pacific NDC Hub Implementation Unit in all issues pertaining to climate mitigation

In carrying out their work, the Specialist should ensure all activities are carried out in a gender-sensitive manner, with a respect for human rights and ensuring environmental sustainability, in line with SPC SER Policy.

**The performance requirements of the Key Result Areas are broadly described below.**

Jobholder is accountable for	Jobholder is successful when
<p><b>KRA 1:</b> Assist in screening, developing and assessing country needs and requests in the area of mitigation (20%)</p> <ul style="list-style-type: none"> <li>• Assist countries in identifying relevant areas of gaps and needs to enhance mitigation targets and delivery</li> <li>• Assist countries in identifying baselines for mitigation targets, including GHG inventories</li> <li>• Provide recommendations and advisory services to countries and the Hub implementation unit in the field of climate change mitigation.</li> </ul>	<ul style="list-style-type: none"> <li>• Needs and gaps of countries are identified in this area</li> <li>• Mitigation baselines are defined, as per available data and information</li> <li>• Country requests in area of mitigation are translated into workable TORs</li> </ul>

<ul style="list-style-type: none"> <li>• Review country requests in the area of mitigation</li> <li>• Develop TORs, in consultation with country's focal point, to better define and articulate country requests</li> <li>• Identify options for delivery of those country requests</li> </ul>	
<p><b>KRA 2:</b> Lead the implementation of country requests in the area of mitigation, as appropriate (35%)</p> <p>When a country request in the area of mitigation is entrusted with the Mitigation Specialist of the NDC Hub Implementation Unit,</p> <ul style="list-style-type: none"> <li>• Develop workplans, budgets, procurement plans to implement the TORs as validated by the country focal point</li> <li>• Secure the relevant expertise: external (through procurement of consultancies) or internal (SPC experts through time sheets) and organize their support to the delivery of the country requests and monitor the performance/deliverables of these expertise</li> <li>• Organise and coordinate the implementation of the activities, including field missions, workshops and training</li> <li>• Document the process of implementation and lessons learned in the delivery of the country activities, for the purpose of dissemination of learnings</li> <li>• Ensure the monitoring &amp; evaluation of the country request.</li> <li>• Ensure the implementation of all activities are inclusive of gender, human rights and environmental considerations.</li> </ul>	<ul style="list-style-type: none"> <li>• Country Request activities are planned and implemented</li> <li>• Processes and outputs are documented and shared across the NDC Hub network</li> <li>• Activities have been conducted as per the agreed work plan</li> <li>• Reporting of activities and achievements is as per the agreed work plan</li> </ul>
<p><b>KRA 3:</b> Contribute its expertise to NDC Hub partners-led activities and NDC Hub regional activities (25%)</p> <ul style="list-style-type: none"> <li>• Identify opportunities for regional activities to support needs expressed by one or more Pacific countries</li> <li>• Provide strategic advice and expertise to the NDC Hub partners in supporting their implementation of country requests</li> <li>• Organize and carry out activities responding to regional and country specific and expressed needs in the areas of climate mitigation</li> <li>• Support the organization of regional dialogues to share experience in enhancing NDCs</li> <li>• Promote NDC Hub's dialogue with countries, partners and financing institutions</li> <li>• Seek active synergies and collaboration opportunities with SPC teams in the area of energy, maritime transport and climate change to support country and regional activities</li> </ul>	<ul style="list-style-type: none"> <li>• Training requirements prescribed, substantial portion of training material created and documented</li> <li>• NDC Hub regional activities identified and delivered in the area of climate mitigation</li> <li>• NDC Hub partners receive significant technical expertise to enhance delivery of country requests.</li> <li>• Revised NDCs have benefitted from shared knowledge and a regional dialogue</li> </ul>

<p><b>KRA 4:</b> Support the Pacific NDC Hub Implementation Unit in all issues pertaining to climate mitigation (20%)</p> <ul style="list-style-type: none"> <li>• Act as a first point of contact for mitigation related queries</li> <li>• Contribute lessons learned, stories and communication materials to the communication media of the NDC Hub</li> <li>• Ensure that mitigation data and information is captured into the data &amp; information portal of the NDC Hub</li> <li>• As appropriate, contribute to the NDC Hub-led meetings and conferences</li> <li>• Submit reports in a timely basis to NDC Hub and to SPC accounting for work undertaken and contribute to the NDC Hub overall reporting and monitoring.</li> </ul>	<ul style="list-style-type: none"> <li>• NDC Hub website reflects information and stories on NDC mitigation targets and delivery</li> <li>• Quality reports are provided in a timely manner</li> <li>• Ad hoc queries on mitigation are addressed</li> </ul>
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**Note:**

The above performance requirements are provided as a guide only. The precise performance measures for this job will need further discussion between the jobholder and supervisor as part of the performance development process.

<p><b>Most challenging duties typically undertaken:</b></p> <p>The major challenge of this position is to work closely and in a coordinated way with the four NDC Hub partners, the 14 eligible Pacific Island Countries and Territories, and the relevant SPC divisions. While mobilizing strong technical expertise, this will imply proactive engagement, as well as developing new and strengthening existing relationships.</p> <p>Specific challenges include:</p> <ul style="list-style-type: none"> <li>• Maintaining high level knowledge of the UNFCCC mitigation terminology, challenges and requirements</li> <li>• Having a sound knowledge of the Pacific region development context (incl. environmental &amp; social issues)</li> <li>• Having excellent capacities in the technical field of climate change mitigation, in particular in the area of energy and transportation</li> <li>• Working within a small team and reporting administratively and operationally to two supervisors</li> <li>• Frequency and complexity of travel in the Pacific: time, logistical and personal constraints</li> <li>• Providing high quality and convincing briefing, technical advice and reports</li> <li>• Understanding the cultures within the Pacific region</li> </ul>
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**Functional Relationships & Relationship Skills:**

Key internal and/or external contacts	Nature of the contact most typical
<p><b>External</b></p> <p>Key external contacts are:</p> <ul style="list-style-type: none"> <li>• NDC Hub partners: GGGI, SPREP, GIZ</li> <li>• Collaborating partners of the NDC Hub, including the UNDP, IRENA, and NDC Partnership.</li> <li>• Representatives of the 14 Pacific Countries, mainly NDC Hub focal points and their designated counterparts in terms of data, information and knowledge management</li> </ul>	<p>The Specialist will work closely with all the external contacts to ensure activities are identified, developed, designed and implemented within the specified timeframes.</p> <p>The Specialist shall always find the best approach between:</p> <ul style="list-style-type: none"> <li>- Emails: requests / sending in forms – daily collaboration</li> </ul>

<ul style="list-style-type: none"> <li>Other external partners managing data sets and information systems</li> </ul>	<ul style="list-style-type: none"> <li>Telephone / Skype: when no written record is needed and it is more efficient than email</li> <li>Direct exchanges on site with staff based in Noumea and other partners</li> <li>Participation in meeting and seminars</li> </ul>
<p><b>Internal</b></p> <p>Key internal contacts are:</p> <ul style="list-style-type: none"> <li>When appropriate, Director of CCES and all members of CCES incl. the Climate Finance Unit team &amp; the Environmental Sustainability Coordinator</li> <li>Relevant SPC divisions and units, in particular GEM Division programmes</li> <li>All SPC Corporate Services</li> </ul> <p>Key internal contacts also are:</p> <ul style="list-style-type: none"> <li>Other staff of the NDC Hub</li> <li>NDC Hub coordinator</li> </ul>	<p>The Specialist will work closely with all the internal contacts to ensure activities are identified, developed, designed and implemented within the specified timeframes. The Specialist will also provide briefing notes and responses to all relevant internal contacts when appropriate.</p> <p>The Specialist shall always find the best approach between:</p> <ul style="list-style-type: none"> <li>Emailing requests / sending in forms – daily collaboration</li> <li>Telephone / Skype: when no written record is needed and it is more efficient than email</li> <li>Direct exchanges on site with staff based in Noumea and other partners</li> <li>Participation in meeting and seminars</li> </ul>

**Level of Delegation:**

The position holder

- Can send standard emails in his/her area of work to countries' designated officers
- In coordination with the NDC Hub finance and admin officer and the SPC CCES Director, manage activity budgets

**Person Specification:**

*This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current position holder has.) This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.*

**Qualifications**

<b>Essential:</b>	<b>Desirable:</b>
<ul style="list-style-type: none"> <li>A master's degree in a relevant subject relating to climate change</li> </ul>	<ul style="list-style-type: none"> <li>Project management certification</li> </ul>

**Knowledge/Experience**

<b>Essential:</b>	<b>Desirable:</b>
<ul style="list-style-type: none"> <li>At least 7 years relevant climate change experience in energy and transportation areas, preferably within the Pacific region</li> <li>Experience in day-to-day engagement with Government ministries and agencies</li> <li>Experience in engaging with other stakeholders (private sector, NGOs, development partners, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>Experience in all phases of the project cycle</li> <li>Experience in assisting in policy development and strategic planning, evidence-based decision-making, research and analysis and project design</li> </ul>

<ul style="list-style-type: none"> <li>• Demonstrated ability to build and strengthen partnerships</li> <li>• Demonstrated ability to provide guidance on climate change mitigation aspects</li> <li>• Strong technical advisory, analytical and problem-solving skills relating to mitigation sectors (energy, transport, others)</li> <li>• Experience in organizing consultations, validation meetings, workshops and capacity building events at the national and regional level</li> <li>• Demonstrated excellent oral and written communications skills in English are essential as well as excellent team building and interpersonal skills</li> <li>• Demonstrated competence in being well organized, works effectively under minimal supervision, able to multi-task, and effectively meet deadlines on multiple, and sometimes urgent requests for support.</li> </ul>	<ul style="list-style-type: none"> <li>• Overall understanding of the concept of climate change mitigation (ideally in areas of energy and transport) and vulnerability in the context of small island developing countries</li> <li>• A proactive and positive team player able to work effectively in a multicultural environment, with great initiative, willing to lend a hand in a broad range of tasks to support the NDC Hub team in achieving their goals.</li> <li>• Sound knowledge of the Pacific context incl. regional institutional landscape, climate change and sustainable development governance.</li> <li>• Sound knowledge of UNFCCC processes and data, information and knowledge management issues. Overall understanding of Climate Change mitigation, including energy, transport, agriculture, waste and the AFOLU sector</li> <li>• Experience in delivering national-level technical assistance on climate change mitigation.</li> </ul>
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**Key Skills/Attributes/Job Specific Competencies**

The following levels would typically be expected for the 100% fully effective level:

Expert level	<ul style="list-style-type: none"> <li>• Aptitude for the provision of high-quality service</li> <li>• Skills in energy and/or transportation issues within the context of climate change mitigation</li> <li>• Excellent analytical skills</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>• Knowledge of Climate change mitigation in the context of UNFCCC</li> <li>• Good understanding of the development cooperation context and key stakeholders in the Pacific</li> <li>• Demonstrated work in multicultural environments.</li> <li>• Demonstrated ability to take initiative and work without supervision.</li> <li>• Ability to work as part of a small team, with a high level of interpersonal skills.</li> <li>• Flexible approach and demonstrated ability to meet deadlines</li> <li>• Proficiency in common office software and in data systems</li> </ul>
Working knowledge	<ul style="list-style-type: none"> <li>• Gender equality and equity</li> <li>• Social and environmental safeguards</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• Ability to deal with confidential information in a professional manner</li> <li>• Pacific NDCs and overall UNFCCC processes</li> </ul>

## **Key Behaviours**

*All employees are measured against the following **Key Behaviours** as part of Performance Development:*

- Commitment/ Personal Accountability
- Professional/Technical Expertise
- Teamwork
- Customer Focus
- Effective Communications & Relationships
- Leadership
- Coaching and Development (for managers only)
- Strategic Perspective (for managers only)

## **Personal Attributes**

- High level of professional integrity and ethics
- Friendly demeanor
- Demonstrated high level commitment to customer service

### **Change to Job Description:**

From time to time it may be necessary to consider changes in the job description in response to the changing nature of the work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by SPC. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.