

JOB AND TASK DESCRIPTION

Job Title:	Adviser, Climate Change
Directorate	Economic, Youth and Sustainable Development
Grade:	F

Reports To: Head of Climate Change

The Commonwealth Secretariat is an inter-governmental organisation with 53 Member States. The Economic, Youth and Sustainable Development directorate is responsible for the Secretariat's programmes on national and international sustainable development.

The Economic, Youth and Sustainable Development Directorate is responsible for the Secretariat's programmes on national and international economic issues and, with other directorates, for assisting member countries to pursue more inclusive and low carbon economic growth and thus achieve sustainable development; and to strengthen the resilience of member countries to the impacts of climate change. It plays a key role in helping to identify solutions to the economic and climatic problems affecting Commonwealth countries; in achieving an international consensus on these solutions; and in providing advice to governments on policy development.

Across The Commonwealth there are many member states that are most exposed to climate change, yet least responsible for it. The Commonwealth Climate Change Programme focuses on strengthening resilience of small and vulnerable states most vulnerable to climate change.

The Commonwealth Climate Change Programme is led by its climate change section, who work in partnership with others, internally and externally, to reduce vulnerability to climate change, build resilience, encourage transformation towards low carbon technology and actively seek wide ranging interventions to support the meeting of international obligations on climate change.

Duties and Responsibilities

The Adviser, Climate Change is primarily responsible for providing technical, policy, and programming implementation support and oversight, and knowledge and capacity development services pertaining to Climate Change within The Commonwealth Climate Change Programme. This post requires local and international travel.

Specifically, he/she is expected to perform the following duties:

Technical Strategic Leadership

- Provides specialised technical and policy advice for supporting member states to implement the United Nations Framework Convention on Climate Change (UNFCCC)



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and related Rio Conventions (Convention on Biological Diversity and Convention to Combat Desertification).

- Contributes to the development of strategic Commonwealth policy position papers on matters of climate change, and other related areas.
- Undertakes and manage research, analysis and syntheses activities, and identifies proposals and options to enhance support to member countries in adaptation and mitigation.
- Leads research on the identification of new and emerging climate issues, and presents analysis of information gathered and reviewed from diverse sources with plausible recommendations.
- Undertakes policy development; reviews the assessments of climate change issues and trends, preparation of evaluations or research activities and studies,
- Undertakes preparation of various written outputs, including background papers, substantial sections of reports and studies, and inputs to publications on climate change adaptation and mitigation.
- Develops and takes forward the organisation of expert meetings and policy dialogues to inform member governments and target institutions as well as supports high-level Commonwealth dialogues on issues related to climate financing.
- Supports technical assistance programmes by providing strategic advice, and critically assessing requests in areas articulated in the Commonwealth Secretariat Strategic Plan related to climate finance and development.

Capacity Building and Knowledge Management

- Undertakes the generation of knowledge and learning on climate change, environment and development issues.
- Provides appropriate support to Commonwealth climate change vulnerable countries to implement their adaptation and mitigation measures, including training and capacity-building efforts.
- Develops climate change toolkits, manuals, guidelines and other material including online technical support modules.
- Facilitates exchange of information, sharing of knowledge, best practices and expertise in climate change across the Commonwealth and beyond.

Resource Mobilisation and Partnerships

- Contributes to resource mobilisation to support member countries to implement climate change adaptation and mitigation actions.
- Establishes and strengthens strategic partnerships aimed at advancing the intervention of the Commonwealth Secretariat for the benefit of member countries.

Advocacy

- Undertakes international, regional and national climate change and overall environment intelligence gathering.
- Contributes to the enhancement of the Commonwealth Secretariat's visibility and raise public awareness of the Commonwealth Secretariat's work at national, regional and international scale.
- Devises innovative mechanisms for influencing international climate change frameworks for the benefit of Commonwealth climate change vulnerable countries.



Administration and Management

- Contributes to preparation of work plans and budgets, and monitoring and reporting on budget/programme performance in the context of results-based management.
- Ensures that the outputs produced meet high-quality standards and that reports and other documents are clear, objective and based on comprehensive data.
- Performs any other duties as may be assigned.

Education

- A post-graduate degree (Master of Science degree) in Climate Change, Environmental Studies or closely related qualification.
- Specialisation in ecologically focused climate adaptation, carbon management or climate change policy will be an added advantage.

Work Experience

- 10 years' relevant experience in climate change adaptation and mitigation programme or project management, within the context of a Regional or international institution, research organisation, or consultancy company.
- Experience in development of climate change policies, strategies, programmes/ or projects especially in developing countries.
- Demonstrated expertise in climate change in Small States and Least Developed Countries.
- Experience in climate change negotiations and processes of the Rio Conventions.
- Expertise in the alignment of national planning and climate change, sustainable development and the green/blue economy.
- Strong writing skills including development of documentation on relevant case studies.
- Good knowledge of contemporary development and climate change, public administration, and institutional framework issues as they affect Commonwealth countries.
- Track record of developing thematic modules and contributing to knowledge management and dissemination.
- Demonstrated experience in resource mobilisation and building partnerships and networks with international organisations. Including, track record in navigating, bidding for and delivering projects under major global funding instruments, e.g, GCF, GEF.
- Ability to work independently, under pressure and under time constraints.

Competencies

Respect for Diversity

Works effectively with people from all backgrounds.

Treats all people equally, with dignity and respect.

Shows respect and understanding of diverse points of view and demonstrates understanding in daily work and decision making.

Examine own biases and behaviours to avoid stereotypical responses and does not discriminate against any individual or group.



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Encourages others to evaluate systems, processes & behaviour to ensure respect for diversity is demonstrated.

Working with Others

Manages conflict and works towards mutual solutions.

Identifies organisations with which to partner for specific solutions.

Encourages others and provides them with the autonomy to pursue relationships.

Uses personal influence to establish compromise and agreement when faced with conflict.

Demonstrates balance between directness and diplomacy in negotiations.

Uses influence to persuade partners and third parties toward Commonwealth Secretariat aims.

Encourages and supports others in demonstrating cultural awareness when working with others.

Developing & Applying Professional Expertise

Summarises/presents technical information in a manner that others can understand.

Acts as a technical advisor to others to facilitate achievement of desired outcomes.

Uses specialist knowledge to bring an alternative perspective to a situation.

Liaises with stakeholders to facilitate implementation of recommendations.

Uses experience and advanced technical expertise to support others.

Decision Making

Determines what can be realistically achieved when deciding on strategic solutions.

Is proactive and responsive in making decisions on complex, technical issues based on appropriate information.

Considers the relevant justifications for a particular course of action.

Takes context into consideration when making decisions.

Makes effective decisions when acting on behalf of a senior colleague, seeking advice where appropriate.

Bases actions and approaches on the root cause of an issue, rather than the symptoms.

Accountability

Takes ownership of assigned tasks, honours deadlines.



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Ensures timely delivery of outputs within defined cost and quality standard parameters.

Takes responsibility for own shortcomings and compliances.

Supports subordinates, provides oversight and takes responsibility for all delegated assignments.

Leadership & Development

Reinforces vision throughout organisation e.g. by acting accordingly inter alia.

Identifies and develops leadership skills in others.

Empowers others to take control of their own development and progression.

Offers sound guidance and direction on complex and critical issues.

Maximises the potential of others e.g. by creating suitable opportunities for development inter alia.