

CLIMATE CHANGE AND DEVELOPMENT AUTHORITY

JOB DESCRIPTION



	SYS. POSN. NO 3600000141	REF. NO: <i>OCCD MRV 06</i>
AGENCY: <i>Climate Change & Development Authority</i>	DESIGNATION/CLASSIFICATION: <i>MRV Officer Gr 10</i>	
DIVISION: <i>Monitoring, Reporting & Verification and National Communication</i>	LOCAL DESIGNATION: <i>MONITORING, REPORTING & VERIFICATION OFFICER (MRV)</i>	
BRANCH: <i>MRV</i>	Reporting To: <i>Manager for MRV and work closely with the senior officers</i>	
SECTION: <i>MRV</i>	LOCATION: <i>PORT MORESBY</i>	

JOB HISTORY

FILE NO.	DATE OF VARIATION	DETAILS
<i>511</i>	<i>03/11/2016</i>	<i>Reviewed</i>

1.0 PURPOSE

- To assist the senior officers in collecting, measuring, reporting and verifying carbon dioxide and other greenhouse gas emission data from the Forestry, Agriculture and Other Land Use Sector to support mitigation and adaptation research, strategic analytical projections, policy development, reporting and compliance of Climate Change (Management) Act 2015, and the UNFCCC Paris Agreement (Implementation) Act 2016.

2.0 ACCOUNTABILITIES

- Accurate, reliable and quality greenhouse gas emissions data maintained to support mitigation and adaptation research, analytical projections, national reporting, and policy development.
- Team Leaders are fully briefed at required intervals on the progress of activities designed to collect and measure carbon dioxide and other greenhouse gas emissions, and that all contingencies and issues which impinge upon their success are identified and solutions are found.

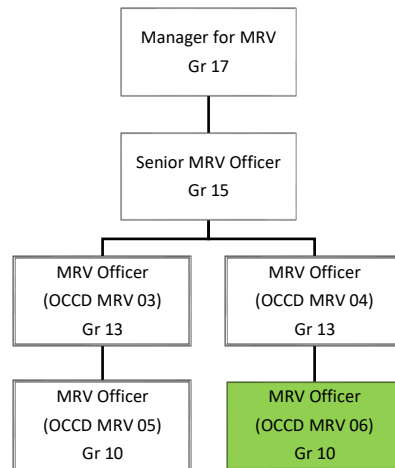
3.0 MAJOR DUTIES

- Provide necessary assistance in ensuring that measurement, reporting and verifying of greenhouse gas emissions in the Forestry, Agriculture and Other Land Use sectors are consistent with nationally and internationally approved standards accredited by the UNFCCC processes and systems.
- Coordinate and compile all forms of data from all economic activities within the Forestry, Agriculture and Other Land Use sector in the country.
- Acquire and estimate carbon dioxide and other greenhouse gas emissions data within the Forestry, Agriculture and Other Land Use sector to support the development and application of standards, guidelines and regulations that ensures compliance of Climate Change (Management) Act 2015.
- Participate in the acquisition and measurement of greenhouse gas emissions in the Forestry, Agriculture and Other Land Use sector and be a role model for efficient and effective performance to all internal and external stakeholders in accordance with CCDA values, and by supporting the implementation of the Corporate Plan.
- Establish and maintain good institutional linkages between all government and private sector agencies and organisations for easy data sharing.
- Implement other relevant duties as assigned by the Senior Officers.

4.0 REPORTING AND WORK RELATIONSHIP

- Report to and work closely with the senior officers, ensuring that the priorities and work of the Branch and Division are fully reflected in and coherent with CCDA's strategy and on-going development.
- Collaborate with other team members within the Division and other Divisions within CCDA to ensure coherence across all CCDA activities.
- Continually model CCDA values and promote the needs of the Corporate Plan in interactions with all internal and external stakeholders.
- Continually maintain constructive working relationships with all external stakeholders in the regulated sectors.





5.0 POSITION AND PERSON SPECIFICATIONS

5.1 Qualification

- Degree in Environmental Science, Physical Geography, Chemistry or Agriculture.

5.2 Experience

- At least two (2) years' work experience in a private or public organisations with required knowledge and skills.
- Experience in partnership development or dialogues is preferable.

5.3 Knowledge

- Knowledge in scientific data collection.
- Knowledge in analyzing scientific data.
- Must clearly understand the United Nations Framework on Climate Change Convention (UNFCCC) Agreement, the PNG Climate Change Management Act (CCMA), the National Climate Compatible Development Plan (NCCDP) and other climate change related policies.
- Knowledge in scientific report writing.
- Knowledge in land use and management in PNG.

5.4 Skills

- Excellent skills in computer application software, Microsoft office and other environment monitoring software.
- Effective communication and report writing skills.
- Able to negotiate well with landowners or other stakeholders in the course of collecting GHG data.
- Good research skills.