



**PAPUA NEW GUINEA PUBLIC SERVICE
CLIMATE CHANGE AND DEVELOPMENT AUTHORITY**



Form OD2.7

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: Climate Change & Development Authority	SYS. POSN. NO: 3600000085	REF. NO: OCCDAD01
OFFICE:	DESIGNATION/CLASSIFICATION: Manager for Adaptation / Grade 17	
DIVISION: Adaptation & Projects Division	LOCAL DESIGNATION: Manager for Adaptation	
BRANCH: Adaptation	REPORTING TO: Director for Adaptation & Projects	SYS. POS. NO: 3600000084 REF. NO: OCCDDAP01
SECTION: Adaptation	LOCATION: National Capital District (NCD)	



HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
511	04/07/2024	Updated

2. PURPOSE

2.1 To manage all the elements of policy development and coordination for climate change adaptation in conjunction with relevant agencies and stakeholders, in order to assess and reduce climate change associated risks and costs and also to identify investments for implementing resilient measures when responding to these risks.

3. DIMENSIONS

3.1 The position heads the Adaptation branch with the subordinate manpower of five (5). It leads CCDA and PNG in the implementation of climate resilience activities and policy coordination.

4. PRINCIPLE ACCOUNTABILITIES

- 4.1 Ensure effective identification process and procedures for risks associated with climate change.
- 4.2 Ensure implementation tools and systems in adapting to climate change.
- 4.3 Ensure improved consultation and negotiation systems processes.
- 4.4 Ensure effective monitoring and coordination mechanisms for re-evaluation and re-directing measures to be taken.
- 4.5 Ensure effective management leadership to achieve goals and objectives.

5. MAJOR DUTIES

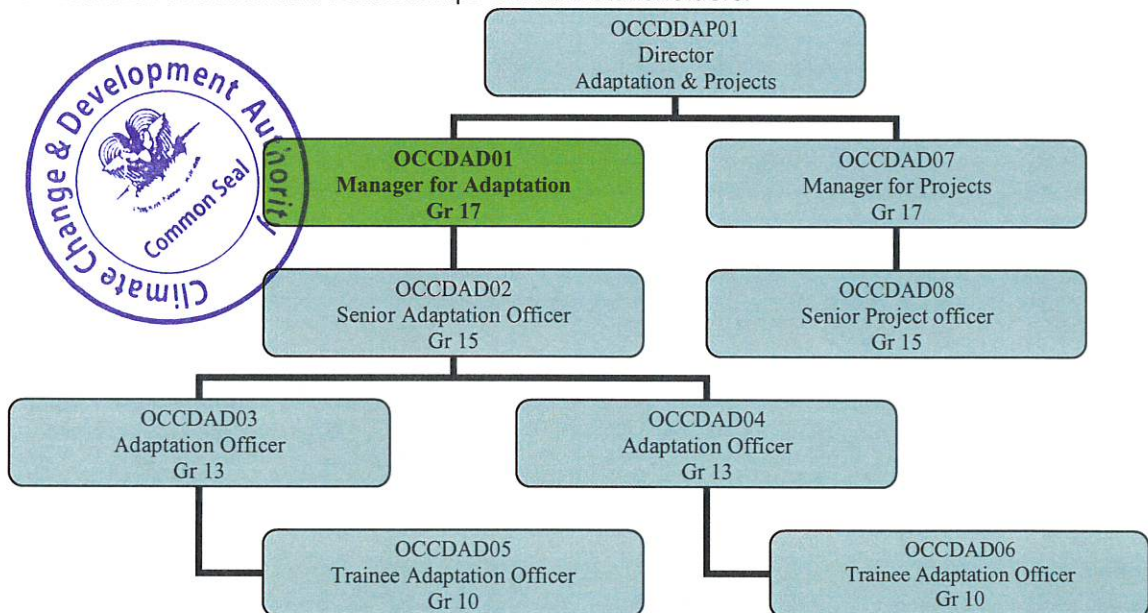
- 5.1 Prepare and provide timely briefings to the General Manager Adaptation and Projects on all climate change related policy issues with a specific focus on community-based adaptation implementation at the local level.
- 5.2 Develop and coordinate policies which respond to the perils of climate-driven hazards in PNG.
- 5.3 Assist in identifying and addressing climate related risks and opportunities in all areas of PNG and promote cross practice collaboration and partnership.
- 5.4 Provide and manage the monitoring and evaluation of all climate change adaptation programs and projects in line with CCDA's targets and goals and implement immediate actions.
- 5.5 Support and promote all climate change related policy and programmatic initiatives, ensuring consistency and integration with regional and global approaches, methodologies, and strategies.

- 5.6 Support the team in the development of a programmatic approach to integrate climate risk management in the existing framework documents and project portfolios across all practice areas.
- 5.7 Ensure Adaptation initiatives and activities are implemented, monitored and realised.
- 5.8 Represent the General Manager in meetings and consultations.
- 5.9 Provide immediate supervision and management over the administration of the Adaptation branch.
- 5.10 Carry out relevant duties as required and/or directed.

6. NATURE AND SCOPE

WORKING RELATIONSHIP

- 6.1 Reports directly to the General Manager for Adaptation and Projects division and provides immediate supervision over the Adaptation branch.
- 6.2 Establish and maintain relationships with the stakeholders.



WORK ENVIRONMENT

- 6.3 It is a technical managerial position that manages a team of environmental science officers that coordinate and lead in the climate resilience activities throughout PNG. Located in National Capital District and coordinates climate resilience activities.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

- 7.1 The position is guided by the Climate Change Management Act, 2015 and other relevant legislations in contributing towards the mandate of CCDA. Its administrative operations are guided by the Public Service Management Act and the Public Finance Management Act.

8. CHALLENGES

- 8.1 It seeks financial support and technical expertise to implement climate resilience development for PNG.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

Qualification

9.1 A bachelor degree or higher in: Environmental Science, Environmental Economics, Natural Resource Management or other closely related field.

Experience

9.2 Minimum of five (5) years' experience in the public and private sector and familiar with process and project management. Previous work with the government, donor agencies or the UN with background in partnership building an asset.

Knowledge

9.3 Good knowledge and understanding on the issues of climate change, climate finance, dialogues and processes.

9.4 Familiar with policy dialogue and advisory functions involving government counterparts and other stakeholders.

9.5 Good knowledge on natural resource management, project and process management.

9.6 Wider understanding of working relationships between the government and donor agencies.

Skills

9.7 Excellent and effective oral and written communications skills.

9.8 Able to demonstrate open, fair and supportive supervision over the branch and must be a team player.

9.9 Ability to plan and prioritize work activities to meet divisional and organizational goals.

9.10 Ability to manage multiple tasks and work under pressure to meet deadlines.

9.11 Mature with good interpersonal skills and ability to demonstrate respect to knowledge, culture and religion.

9.12 Must be computer literate with hands on experience in Microsoft Office software applications; hands-on experience with data management and data analysis.

9.13 Ability to conceptualize and analyse problems to identify key issues, underlying problems, and how they relate.

9.14 Ability to generate creative, practical approaches to overcome challenging situations and able to devise new systems and processes, and modify existing ones, to support innovative behaviours.

