



**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: 3600000086	REF. NO: OCCDAD02
OFFICE:	DESIGNATION/CLASSIFICATION: Senior Adaptation Officer / Grade 15	
DIVISION: Adaptation & Projects Division	LOCAL DESIGNATION: Senior Adaptation Officer	
BRANCH: Adaptation	REPORTING TO: Manager for Adaptation	SYS. POS. NO: 3600000085 REF. NO: OCCDAD01
SECTION: Adaptation	LOCATION: National Capital District (NCD)	



HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
511	14/08/2013	Updated

2. PURPOSE

2.1 To provide timely strategic advice, including the information on climate risk assessments done on the vulnerable communities and also to develop approaches that enable the integration of climate risk management into other sector plans.

3. DIMENSIONS

3.1 Leads the adaptation officers' team in providing climate risk information as well as develop strategies that enable climate risk management.

4. PRINCIPLE ACCOUNTABILITIES

- 4.1 Effective identification process and procedures for risks associated with climate change.
- 4.2 Relevant and effective implementation tools and systems to enable the success of the project.
- 4.3 Improved consultation and negotiation systems and processes.
- 4.4 Effective monitoring and coordination mechanisms for re-evaluation and re-directing measures to be taken.
- 4.5 Effective management leadership to achieve goals and objectives.

5. MAJOR DUTIES

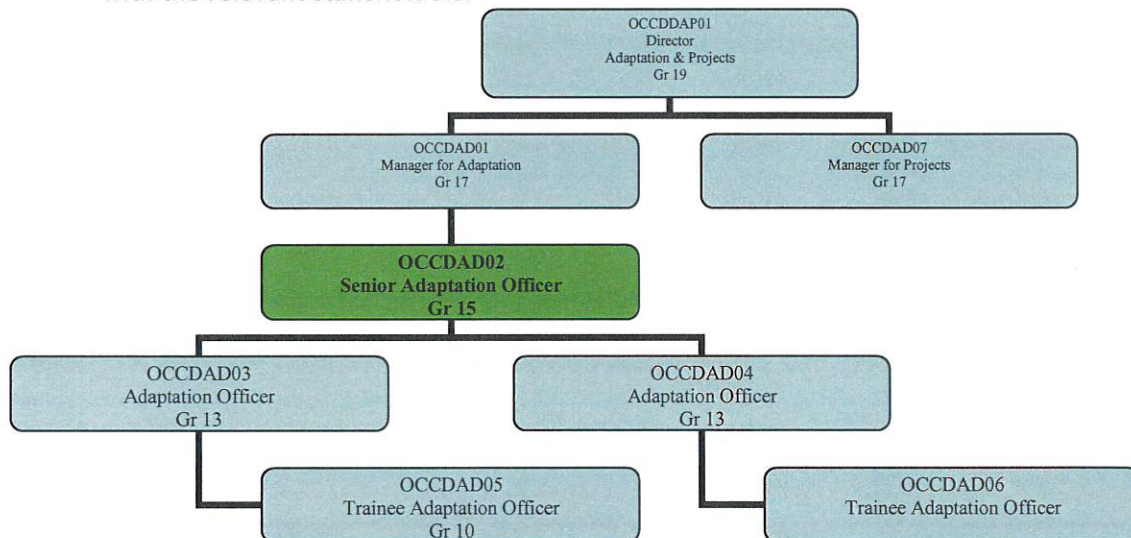
- 5.1 Ensure Manager Projects is fully informed within the established time frames on the progress of program and project developments.
- 5.2 Analyse issues of current policy relevance for programmes in the area of climate change and ensure that the projects, programs and objectives of the division and CCDA, in relation to climate change are pursued in the most efficient, and professional manner.
- 5.3 Review the effectiveness of existing programs and projects in relation to the achievement of CCDA goals and develop, implement and monitor new policies and processes to the actual or expected effects of climate change.

- 5.4 Assess project performance to identify success factors and incorporate best practices to ensure the achievement of well-integrated projects.
- 5.5 Conduct reviews, research and provide analytical inputs on national low-carbon, climate-resilient development strategies and plans and review sector policies building on and ensuring consistency with international climate policy guidelines.
- 5.6 Research, acquire and maintain updated information and statistics on projects and programs in relation to climate change.
- 5.7 Mentor and lead the team to ensure all projects and programs are delivered within the manpower and budgetary resources provided.
- 5.8 Facilitate and encourage open communication in the team.
- 5.9 Carry out relevant duties as required/directed.

6. NATURE AND SCOPE

WORKING RELATIONSHIP

- 6.1 Reporting directly to the Manager for Adaptation and maintain good working relationship with the relevant stakeholders.



WORK ENVIRONMENT

- 6.2 It is a technical team leader position that leads a team of environmental science officers that coordinate and lead in the climate resilience activities throughout PNG. Located in National Capital District and coordinates mitigation projects throughout PNG.

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 risk management for PNG.



9. QUALIFICATIONS, EXPERIENCES AND SKILLS

Qualification

9.1 Degree in Environmental Science, Agriculture, Lands, Forestry or Environmental Economics.

Experience

9.2 Minimum of five (5) years' experience in the public and private sector and familiar with process and project management.

9.3 Project management experience including planning, budgeting and implementation.

Knowledge

9.4 General knowledge on climate change and conservation is a plus.

9.5 Knowledge and understanding of the Public Finance Management Act and the Public Service Management Act and PNG's development policies.

9.6 Clear knowledge on the Climate Change Management Act and other domestic climate change related legislations is an advantage.

9.7 Knowledge and understanding on the public – private partnership development programmes and project managements.

9.8 Able to provide technical and policy guidance in the implementation of climate resilience and sustainable development projects.

Skills

9.9 Excellent spoken and written English.

9.10 Ability to analyse details, interpret and execute orders and be able to adapt to changed conditions.

9.11 Excellent planning, monitoring and mentoring skills.

9.12 Ability to perform multiple tasks with minimal supervision and work under pressure to meet deadlines.

9.13 Must have a high level of integrity, be innovative and mature with good inter-personal relationship skills.

9.14 Excellent command of MS office and ICT systems.

9.15 Team player and effective supervisory skills.

9.16 Excellent communication and interpersonal skills, with the ability to engage and collaborate with diverse stakeholders.

