



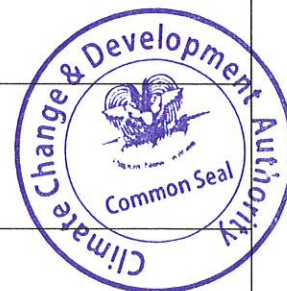
**PAPUA NEW GUINEA PUBLIC SERVICE  
CLIMATE CHANGE AND DEVELOPMENT  
AUTHORITY**



Form OD2.7

**JOB DESCRIPTION**

	<b>SYS. POSN. NO</b> <i>(3600000128)</i>	<b>REF. NO:</b> <i>(OCCD AD 04)</i>
<b>AGENCY:</b> <i>Climate Change &amp; Development Authority</i>	<b>DESIGNATION/CLASSIFICATION:</b> <i>Adaptation Officer Gr 13</i>	
<b>DIVISION:</b> <i>(Adaptation &amp; Projects)</i>	<b>LOCAL DESIGNATION:</b> <i>ADAPTATION OFFICER</i>	
<b>BRANCH:</b> <i>(Adaptation)</i>	<b>Reporting To:</b> <i>Manager for Adaptation</i>	
<b>SECTION:</b> <i>(Adaptation)</i>	<b>LOCATION:</b> <i>PORT MORESBY</i>	



**JOB HISTORY**

<b>FILE NO.</b>	<b>DATE OF VARIATION</b>	<b>DETAILS</b>
<b>511</b>	<b>04/07/2024</b>	<b>Updated</b>

**1. PURPOSE**

1.1. Conduct assessments on climate vulnerable communities and their environments and analyse data collected for resilient actions. The position also maintains cross-sectoral relationships to integrate climate resilient approaches to development policies and other relevant legislations.

**2. ACCOUNTABILITIES**

- 2.1. Ensure climate risk identification systems and research methods are improved.
- 2.2. Ensure the implementation of the National Adaptation Plan (NAP) is well coordinated.
- 2.3. Ensure that climate change adaptation strategies are mainstreamed into sub-national development policies and plans.

2.4. Ensure meaningful participation in the legislative processes and the development of policies and plans relating to climate resilience.

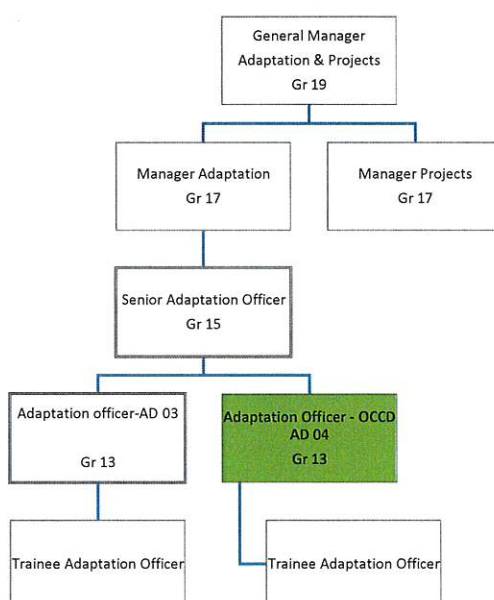
### 3. MAJOR DUTIES

- 3.1 Research and provide information on the assessments and analysis in relation to adaptation to enable the implementation process of programs and projects.
- 3.2 Identify and address climate related risks and opportunities in all practice areas.
- 3.3 Plan, monitor, review, and implement existing and new adaptation initiatives and initiate corrective measures.
- 3.4 Conduct vulnerability and risk assessments to identify areas and sectors most affected by the negative effects of climate change and analyse data to forecast future impacts.
- 3.5 Participate in the development and updating of climate change adaptation plans and policies. This includes integrating adaptation strategies into local, regional, and national planning processes.
- 3.6 Facilitating public participation and community engagement in adaptation planning.
- 3.7 Promoting awareness and education on climate change impacts and adaptation strategies.
- 3.8 Collate and develop reports on the outcomes of adaptation efforts.
- 3.9 Participate in policy development and legislative processes related to climate adaptation.
- 3.10 Providing technical expertise and advice on adaptation measures.
- 3.11 Build partnerships with development partners, cross-sectoral stakeholders, research institutions, and government authorities.



### 4. REPORTING AND WORK RELATIONSHIP

- 4.1 Report directly to the Manager for Adaptation and assist the senior adaptation officer in preparing the reports for the manager.
- 4.2 Maintain relationships stakeholders and other cross sectoral organisations.



### 5. POSITION AND PERSON SPECIFICATIONS

## **Qualification**

5.1 Degree from a recognised university in Project Management, Environment Science, Natural Resource Management, Agriculture, lands or Public Policy Management.

## **Experience**

5.2 Minimum of three (3) years' experience in the public and private sector and familiar with project management relating to the communities or the natural environment. Previous work with the government, donors or the UN with background in partnership building an asset.

## **Knowledge**

- 5.3 Good knowledge and understanding on issues relating to general climate change, climate change finance, dialogues and processes.
- 5.4 Familiar with policy dialogue and advisory functions involving government counterparts and other stakeholders.
- 5.5 Good knowledge on natural resource management and project management.
- 5.6 Better understanding on report writing and analyzing of data.

## **Skills**

- 5.4 Excellent oral and written communications skills.
- 5.5 Excellent planning, management and mentoring skills.
- 5.6 Ability to work under pressure to meet deadlines and be adaptable to changed conditions.
- 5.7 Mature with good interpersonal skills and maintain good relationships with staff and stakeholders.
- 5.8 Must have a high level of integrity and be innovative and have the ability to manage multiple tasks with minimal supervision.
- 5.9 Must be computer literate with hands on experience in Microsoft Office software applications.

