



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

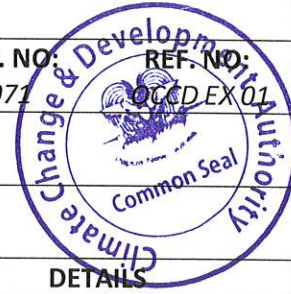


Form OD2.7

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: <i>Climate Change and Development Authority</i>	SYS. POSN. NO: 3600000089	REF. NO: OCCD DMC 01
OFFICE:	DESIGNATION/CLASSIFICATION: <i>Director for Measurement, Reporting & Verification (MRV) and National Communication (NC) / Gr 19</i>	
DIVISION: <i>Measurement, Reporting & Verification (MRV) and National Communication (NC).</i>	LOCAL DESIGNATION: <i>Director for Measurement, Reporting & Verification (MRV) and National Communication (NC)</i>	
BRANCH: <i>Director's Office</i>	REPORTING TO: <i>Managing Director</i>	SYS. POS. NO: 3600000071
SECTION: <i>Director's Office</i>	LOCATION: <i>National Capital District</i>	REF. NO: OCCD EX 01



HISTORY OF POSITION

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

2. PURPOSE

- 2.1 To provide the overall leadership and management in the establishment and maintenance of a comprehensive transparent and credible MRV System that will allow measurement, reporting and verification of the rate of forest change and other PNG sector wide greenhouse gas emissions.
- 2.2 To provide the overall leadership and management in the implementation of the Paris Agreement 2016 to ensure that PNG establish and communicate information on climate change actions in the country (in particular the national greenhouse gas inventory) that is consistent with approved UNFCCC rules and standards.
- 2.3 To provide the overall leadership and support to the MRV Division in ensuring consistent compliance of PNG's greenhouse gas emissions to nationally and internationally approved standards accredited by the UNFCCC processes and systems.
- 2.4 To manage all elements of measurement, reporting and verification projects designed to contribute to a national database management system for the compilation, recording and distribution of GHG data for the purpose of supporting mitigation and adaptation research, strategic analytical projections, reporting and policy development.
- 2.5 To provide the leadership that ensures the Division achieves its annual work plan priorities and targets, and the overall Government priorities set on Measurement, Reporting and Verification.

3. DIMENSIONS

- 3.1 The position oversees the MRV & NC division with the manpower of 15 including the position itself. It provides direct delegation and approvals of divisional activities including the financial management of the division.
- 3.2 The position also automatically becomes the director of climate change projects that are internally funded or partly funded in partnership with development partners and fall under the divisional goals and objectives.

- 5.8 Responding to the conclusions of performance evaluations, ensure that approved training programmes for self and staff are implemented, and that deficiencies in team performance are identified and remedial action taken.
- 5.9 Chair MRV & NC Technical Working Group Meetings organized by the Division.
- 5.10 Implement other relevant duties as assigned by the Managing Director.

6. NATURE AND SCOPE

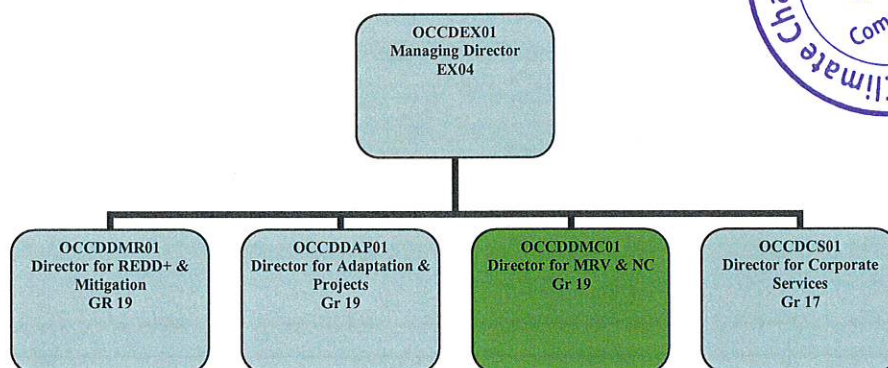
WORKING RELATIONSHIP

Internal

- 6.1 Report to and work closely with the Managing Director, ensuring that the priorities and work of the Division are fully reflected in and coherent with CCDA's strategy and on-going development.
- 6.2 Collaborate with the General Managers of other Divisions, ensuring coherence across all CCDA activities.

External

- 6.3 Continually model CCDA values and promote the needs of the Corporate Plan in interactions with all internal and external stakeholders.
- 6.4 Continually maintain constructive working relationships with all external stakeholders in the regulated sectors.



WORK ENVIRONMENT

- 6.5 The position provides administrative oversight to a manpower team of technical officers with the background of mainly environmental science and geography.

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 The position demands timely availability of climate mitigation or adaptation data and also it ensures PNG's climate change mitigation and adaptation efforts are reported in a timely manner to the UNFCC.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

Qualifications

9.1 Masters in Environmental Science, Geography, Forestry, Lands and Survey, Environmental Economics or other related discipline.

Knowledge

9.2 In-depth knowledge and hands on experience of program and project management.

9.3 Able to provide visionary leadership to direct the divisional plans in meeting the requirements of climate change related policies and government development policies.

9.4 Demonstrated understanding in land use management, agriculture, forestry and climate change issues in PNG.

9.5 Must clearly understand the United Nations Framework on Climate Change Convention (UNFCCC) Agreement, the PNG Climate Change Management Act (CCMA), the Paris Agreement and other climate change related policies.

9.6 Knowledge of the Public Finance (Management) Act and Public Services (Management) Act.

9.7 Good financial and budgetary skills.

9.8 Ability to be involved in the formulation and implementation of policies.

9.9 Good knowledge and understanding of the global debate on climate change, climate change finance and experience in multilateral environmental debates, dialogues and processes.

Skills

9.10 Excellent report preparation and presentation skills and ability to impress an audience.

9.11 Effective change management skills; proven negotiation and communication skills and skills in state-of-the-art computer applications.

9.12 Articulate, innovative, well-developed reasoning and analytical abilities.

9.13 Experienced strategic planner with exceptional people and project management skills.

9.14 Ability to provide mentoring, training and assessment to the divisional staff.

9.15 Able to promote innovative working ethics and productive working relationships.

9.16 Good financial and other resources management skills.

Work Experience

9.17 Not less than 10 years of successful and continuous management experience including five years at Divisional Head or higher level in a relevant Government agency or private organisations.

