



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



Form OD2.7

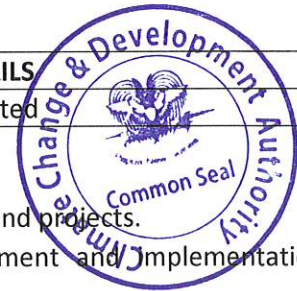
**JOB DESCRIPTION**

**1. IDENTIFICATION**

<b>AGENCY:</b> Climate Change & Development Authority	<b>SYS. POSN. NO:</b> 3600000121	<b>REF. NO:</b> OCCDMIT03	
<b>OFFICE:</b>	<b>DESIGNATION/CLASSIFICATION:</b> Mitigation Officer / Grade 13		
<b>DIVISION:</b> REDD+ & Mitigation Division	<b>LOCAL DESIGNATION:</b> Mitigation Officer		
<b>BRANCH:</b> Mitigation	<b>REPORTING TO:</b> Manager for Mitigation	<b>SYS. POS. NO:</b> 3600000082	<b>REF. NO:</b> OCCDMIT01
<b>SECTION:</b> Mitigation	<b>LOCATION:</b> National Capital District (NCD)		

**HISTORY OF POSITION**

FILE REF.	DATE OF VARIATION	DETAILS
511	09/07/2024	Updated



**2. PURPOSE**

- 2.1 To coordinate and implement renewable energy programmes and projects.
- 2.2 To provide technical advice and expertise in the development and implementation of renewable energy projects.

**3. DIMENSIONS**

Lead in the development of mitigation plans and coordination of low carbon growth as well as energy efficiency activities.

**4. PRINCIPLE ACCOUNTABILITIES**

- 4.1 Ensure mitigation strategies and initiatives are identified, developed and implemented to reduce greenhouse gas emissions and mitigate the effects of climate change.
- 4.2 Effective and efficient implementation of renewable energy standards and measures that promotes climate-compatible development and the reduction of greenhouse gas emissions in accordance with the Climate Change (Management) Act 2015 and its respective sector regulations.
- 4.3 Team Leader – and, where required, Manager Mitigation – is fully briefed at required intervals on the progress of renewable energy projects.
- 4.4 Effective implementation of the UNFCCC Paris Agreement (Implementation) Act 2016, the Climate Change (Management) Act 2015 and the National Climate-Compatible Development Management Policy.

**5. MAJOR DUTIES**

- 5.1 Coordinate technical viability and capacity in the application of renewable energy technologies and the development of feasible renewable energy-based energy systems (electricity and non-electricity production) in country.
- 5.2 Coordinate and increased installed capacity of renewable energy-based energy systems (electricity and non-electricity production).
- 5.3 Coordinate and improve availability of and access to financing for renewable energy initiatives in the energy generation and energy end-use sectors.
- 5.4 Develop and implement programmes that promote and improve awareness and attitude towards renewable energy applications in the energy generation and energy end-use sectors.

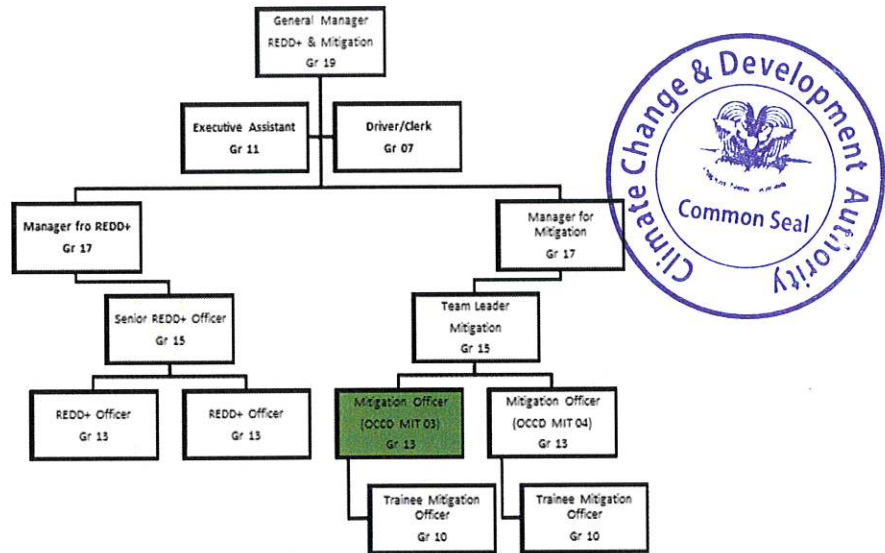
- 5.5 Collaborate with the Manager for Mitigation to mobilize resources to support renewable energy programmes and projects.
- 5.6 Promote Climate Compatible Development Strategy with key stakeholders in achieving sustainable economic development in PNG. Provide technical expertise and advice on the development and application of renewable energy projects and programmes.
- 5.7 Collaborate and implement renewable energy National Appropriate Mitigation Actions (NAMAs) with key stakeholders within the energy, transport, building, waste, and industrial sectors to mitigate greenhouse gas emissions in these sectors.
- 5.8 Provide timely advice to the Team Leader and the Manager Mitigation where required on all issues related to renewable energy developments in the country.
- 5.9 Assist and support the team with research, analysis, technical advice and policy development on renewable energy as required in the branch, division and the organization.
- 5.10 Participate fully in the designing, development and implementation of solar thermal energy projects and other related renewable energy initiatives in the country with key stakeholders and project partners.
- 5.11 Conduct feasibility studies to determine the technical viability and sustainability of renewable energy projects.
- 5.12 Conduct environmental impact assessments to determine environmental impact of energy (non-renewable and renewable) projects and ensure project compliance with standards, guidelines and regulations enforced by the Climate Change (Management) Act 2015.
- 5.13 Develop standard design, installation manuals and guidelines for renewable energy technologies for implementation of solar PV, micro hydro, biomass/biofuel, ocean technology energy conversion, wave energy, waste management and wind energy projects.
- 5.14 Participate in the compliance and enforcement of fuel standards and regulations.
- 5.15 In close consultation with the Senior Legal Officer, inspect and ensure regulated sectors comply with approved standards, guidelines and regulations that are enforced by CCDA in accordance to the Climate Change (Management) Act 2015.
- 5.16 Implement other relevant duties assigned by the Team Leader.



## 6. NATURE AND SCOPE

### 6.1 WORKING RELATIONSHIP

- 6.1 Report to and work closely with the Team Leader, ensuring that the priorities and work of the Branch are fully reflected in and coherent with CCDA's strategy and on-going development.
- 6.2 Liaise and work closely with other team members within the Division and representatives of other parts of CCDA as required to ensure all renewable energy projects and programmes remain coherent with and reinforce the work of other parts of the organization.
- 6.3 Achieve close collaboration with key stakeholders within the energy, transport, waste, industrial and building sector to implement renewable energy projects and programmes.
- 6.4 Continually model CCDA values and promote the needs of the Corporate Plan in interactions with all internal and external stakeholders.
- 6.5 Continually maintain constructive working relationship with team members to enhance the performance of the Division.



## 6.2 WORK ENVIRONMENT

It is a technical position officer position that develop low carbon and energy efficiency policies to mitigate climate effects. Located in National Capital District and coordinates mitigation projects throughout PNG.

## 7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

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

It seeks financial support and technical expertise to implement low carbon and energy efficiency development for PNG.

## 9. QUALIFICATIONS, EXPERIENCES AND SKILLS

### Qualification

9.1 Degree in Land Management, Agriculture, Forestry, Applied Science, Environmental Science and Physical Geography or related discipline desirable. Post graduate qualification an advantage.

### Experience

9.2 More than three (3) years' experience in research, policy analysis or policy development and project and program management.

### Knowledge

9.3 Knowledge of land use management, forest management and agriculture management and planning issues in PNG.

9.4 Knowledge of policy formulation and program management systems and processes.

9.5 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.

9.6 Knowledge in project management.

## 9.7 Knowledge in the production and distribution of energy

### Skills

9.8 Good research skills.

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

9.10 Excellent planning, monitoring and mentoring skills.

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

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

9.13 Excellent analytical and negotiation skills

9.14 Good finance management skills.

9.15 Must be computer literate with hands on experience in Microsoft Office software applications.

