



JOB DESCRIPTION

1. IDENTIFICATION

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|---|---|------------------------------------|
| AGENCY: Climate Change & Development Authority | SYS. POSN. NO: 3600000138 | REF. NO: OCCDMRV03 |
| OFFICE: | DESIGNATION/CLASSIFICATION: Measuring, Reporting & Verification Officer / Gr 13 | |
| DIVISION: Measuring, Reporting & Verification and National Communication Division | LOCAL DESIGNATION: Measuring, Reporting & Verification Officer | |
| BRANCH: Measuring, Reporting & Verification (MRV) | REPORTING TO: Manager for MRV | SYS. POS. NO: 3600000090 |
| | | REF. NO: OCCDMRV01 |
| SECTION: Measuring, Reporting & Verification (MRV) | LOCATION: National Capital District | |



HISTORY OF POSITION

| FILE REF. | DATE OF VARIATION | DETAILS |
|-----------|-------------------|---------|
| 511 | 09/07/2014 | Updated |

2. PURPOSE

2.1 To collect, measure, report and verify carbon dioxide and other greenhouse gas emission data from the Forestry, Agriculture and Other Land Use Sector to support mitigation and adaptation research, strategic analytical projections, policy development, reporting and compliance of Climate Change (Management) Act 2015, and the UNFCCC Paris Agreement (Implementation) Act 2016.

3. DIMENSIONS

Based in Port Moresby and ensures PNG's GHG data in collected and compiled in accordance with international methodologies.

4. PRINCIPLE ACCOUNTABILITIES

- 4.1 Ensure accurate, reliable and quality greenhouse gas emissions data maintained to support mitigation and adaptation research, analytical projections, national reporting, and policy development.
- 4.2 Ensure that environmental integrity is maintained in the implementation of carbon market projects (compliance and voluntary).
- 4.3 Team Leader is fully briefed at required intervals on the progress of activities designed to collect and measure carbon dioxide and other greenhouse gas emissions, and that all contingencies and issues which impinge upon their success are identified and solutions are found.

5. MAJOR DUTIES

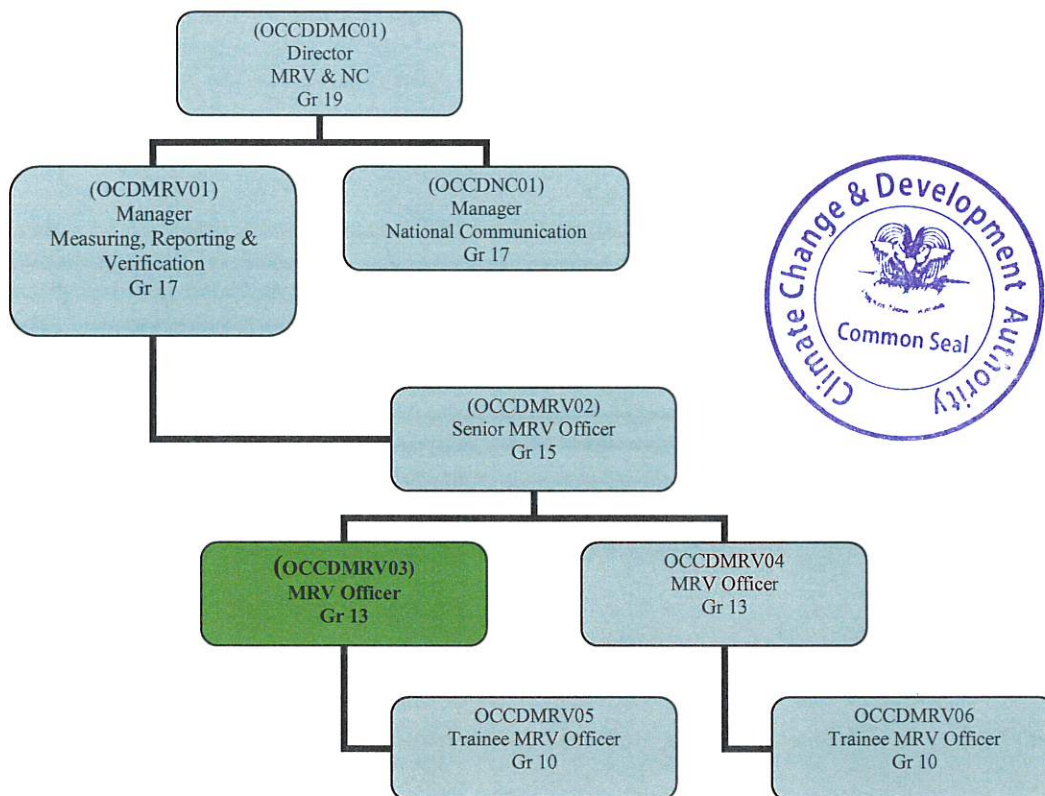
- 5.1 Provide necessary assistance in ensuring that measurement of greenhouse gas emissions in the Agriculture sector are consistent with nationally and internationally approved standards accredited by the UNFCCC processes and systems.
- 5.2 Coordinate and compile all forms of data from all economic activities within the IPPU and Waste sectors in the country.
- 5.3 Estimate greenhouse gas emissions within the Agriculture sector to support the development and application of standards, guidelines and regulations that ensures compliance of Climate Change (Management) Act 2015.
- 5.4 Compile and ensure that permit holders meet their reporting requirements in accordance with the Climate Change (Management) (Carbon Markets) Regulation.
- 5.5 Participate in the acquisition and measurement of greenhouse gas emissions in the Agriculture sector and be a role model for efficient and effective performance to all internal and external stakeholders in accordance with CCDA values, and by supporting the implementation of the Corporate Plan.
- 5.6 Conduct mitigation analysis for the Agriculture sector.
- 5.7 Provide Secretariat support to the Joint Committees for the implementation of the Cooperative Approach (Article 6 of the Paris Agreement).
- 5.8 Provide technical support for the implementation of the Cooperative Approach (Article 6 of the Paris Agreement).
- 5.9 Establish good institutional linkages between all government and private sector agencies and organisations for easy data sharing.
- 5.10 Implement other relevant duties as assigned by the Team Leader.

6. NATURE AND SCOPE

WORKING RELATIONSHIP

- 6.1 Report to and work closely with the Team Leader Measurement, ensuring that the priorities and work of the Branch and Division are fully reflected in and coherent with CCDA's strategy and on-going development.
- 6.2 Collaborate with other team members within the Division and other Divisions within CCDA to ensure coherence across all CCDA activities.
- 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

6.2 A technical position that compiles and reports scientific data on climate change.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

7.1 Operates in accordance with the Climate Change Management Act, the Paris Agreement and other relevant legislations. Its administrative operations are guided by the Public Service Management Act, the Public Finance Management Act and the Public Service General Orders.

8. CHALLENGES

Ensure country data is acquired accurately, compiled and reported on time.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

Qualification

9.1 Degree in Environmental Science, Geography, Chemistry or closely related discipline.

Experience

9.2 More than two (2) years work experience in a public or private organization with greater understanding on the public-private partnerships.

9.3 Experience in multilateral environmental debates, dialogues and processes.

Knowledge

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

9.5 Ability to coordinate partnership dialogues.

- 9.6 Good knowledge and understanding of the global debate on climate change and climate financing.
- 9.7 Knowledge in scientific data collection and analysing.
- 9.8 Must clearly understand the United Nations Framework on Climate Change Convention (UNFCCC) Agreement and Paris Agreement with its adopted decisions
- 9.9 Must clearly understand the PNG Climate Change (Management) Act (CCMA) and Climate Change (Management) (Carbon Markets) Regulation.

Skills

- 9.10 Mature with strong interpersonal skills.
- 9.11 Ability to adapt to a changing environment and work under pressure to meet deadlines.
- 9.12 Ability to be innovative with a high level of integrity and have analytical skills.
- 9.13 Excellent skills in computer application software, Microsoft office and other environment monitoring software.
- 9.14 Effective communication and report writing skills.
- 9.15 Able to negotiate well with landowners or other stakeholders while collecting GHG data.
- 9.16 Good research skills.

