



JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: Climate Change & Development Authority	SYS. POSN. NO: 3600000143	REF. NO: OCCDNC02	
OFFICE:	DESIGNATION/CLASSIFICATION: Senior National Communication Officer / Gr 11		
DIVISION: Measuring, Reporting & Verification and National Communication Division	LOCAL DESIGNATION: Senior National Communication Officer		
BRANCH: National Communication	REPORTING TO: Manager for National Communication	SYS. POS. NO: 3600000142	REF. NO: OCCDNC01
SECTION: National Communication	LOCATION: National Capital District		



HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
511	11/07/2024	Updated

2. PURPOSE

- 2.1 To lead in the Collaboration and coordination of stakeholders, provincial authorities, development partners and participating communities to mainstream climate change adaptation and mitigation strategies into their core development plans.
- 2.2 To lead in developing PNG's National Communications and Biannual Update Reports to the United Nations Framework Convention (UNFCCC), reflecting the country's adaptation and mitigation efforts.
- 2.3 To lead in disseminating climate change information and building knowledge capacity for the stakeholders, provincial authorities and local communities with a focus on the implementation of climate change agreements and activities.

3. DIMENSIONS

- 3.1 Assist the manager for National Communication in overseeing the branch. Leads the subordinates in implementing activity plans.

4. PRINCIPLE ACCOUNTABILITIES

- 4.1 Ensure credible and transparent consultation systems for activities essential for the purpose of prioritizing adaptation and mitigation measures most appropriate for communities.
- 4.2 Ensure accurate, effective and appropriate educational, training and awareness programs.
- 4.3 Ensure accountable and transparent climate change program financing mechanism.
- 4.4 Ensure the programs that will improve the means to monitor and report on environmental performance and socioeconomics pressures on the environment are implemented and monitored.

5. MAJOR DUTIES

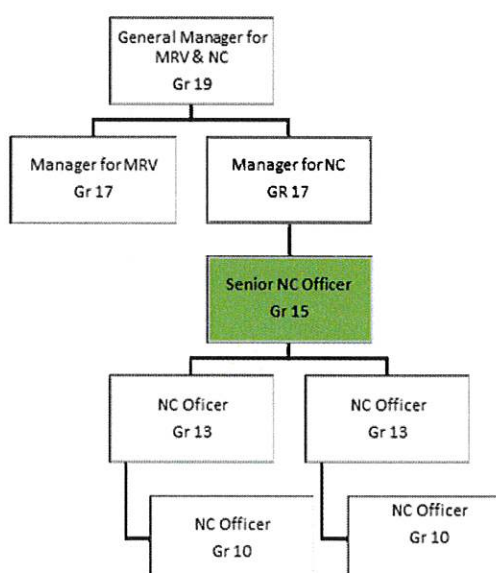
- 5.1 Provide leadership and strong coordination role on climate change issues facing communities and ensure dialogue is maintained in all processes.

- 5.2 In close collaboration with the MRV branch, lead in the implementation of the Climate Change (Management) (Nationally Determined Contributions) Regulation 2022 to collect data and develop PNG's National Communications and Biannual Update Reports on a timely manner.
- 5.3 Identify and coordinate changes to national policies and strategies required for the effective implementation on national communication initiatives and related activities on climate change.
- 5.4 Coordinate and conduct training, seminars, workshops and awareness programs in alignment with the objectives of the division and the organization.
- 5.5 Support and mentor the team in the implementation process of relevant development plans and consultation processes.
- 5.6 Accommodate views and positions of the consultation process and provide guidance in alignment with the objectives of the Climate Change & Development Authority (CCDA).
- 5.7 Carry out relevant duties as required and/or directed in the absence of the Manager.

6. NATURE AND SCOPE

WORKING RELATIONSHIP

- 6.1 Report to and work closely with the Manager National Communication, ensuring that the priorities and work of the Branch are fully reflected in and coherent with the Divisions priorities and the CCDA's strategy and on-going development.
- 6.2 Collaborate with other Team Members and staff of other Divisions, ensuring 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

- 6.5 A technical position that leads in the scientific data reporting.

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

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

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

Qualification

- 9.1 A recognised university degree in Environmental Science, Forestry, Natural Resource Management, or related fields with vast knowledge on climate change is desirable.

Experience

- 9.2 More than five (5) years of management experience preferably with background in partnership building.
- 9.3 Experience in working with government, donors or the UN previously is an asset.
- 9.4 Experience in development work in the area of climate change, natural resources management, and related issues.

Knowledge

- 9.5 Demonstrated basic understanding in land use management, agriculture, and forestry and climate change issues in PNG.
- 9.6 Good knowledge and understanding of the global debate on climate change, climate change finance and experience in multilateral environmental debates, dialogues and processes.
- 9.7 Must clearly understand the United Nations Framework on Climate Change Convention (UNFCCC) Agreement, the PNG Climate Change Management Act (CCMA), and other climate change related policies.
- 9.8 Ability to coordinate and implement policies, guidelines, processes and procedures.

Skills

- 9.9 Effective reporting and communications 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 Demonstrated scientific, technical, computing and development skills.
- 9.13 Ability to be innovative with a high level of integrity and have analytical skills.
- 9.14 Good computer literacy, particularly proficiency with Microsoft Office; hands-on experience with data management and data analysis desired.
- 9.15 Project management and proposal skills.
- 9.16 Leadership and supervisory skills

