



PAPUA NEW GUINEA PUBLIC SERVICE
CLIMATE CHANGE AND DEVELOPMENT AUTHORITY

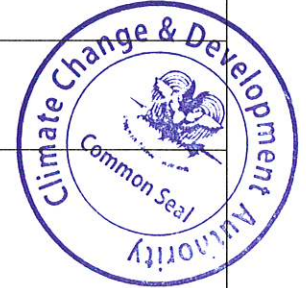


Form OD2.7

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: Climate Change & Development Authority	SYS. POSN. NO: 3600000144	REF. NO: OCCDNC03	
OFFICE:	DESIGNATION/CLASSIFICATION: National Communication Officer / Gr 13		
DIVISION: Measuring, Reporting & Verification and National Communication Division	LOCAL DESIGNATION: 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 ensure PNG communicates in accordance with UNFCCC approved international rules and methodology, information on climate change action in the country, and particularly the national greenhouse gas inventory, including but not limited to reporting of greenhouse gas emissions to the UNFCCC through the Biennial Update Report.
- 2.2 Provide Collaboration and coordination with development partners, participating communities and other stakeholders on climate change issues facing communities to ensure response and resilience against risks and hazards are mainstreamed into core development planning process.

3. DIMENSIONS

- 3.1 Based in Port Moresby and ensures PNG's GHG data in prepared and reported in accordance with international methodologies and lead in ensuring that the climate change is mainstreamed into core development plan.

4. PRINCIPLE ACCOUNTABILITIES

- 4.1 Ensure credible and transparent Biennial Update Reporting to substantiate PNG's efforts in reducing its greenhouse gas emissions and actions taken to address climate change adaptation and mitigation in the country.
- 4.2 Ensure accurate, reliable and quality greenhouse gas emissions reporting maintained in the Biennial Update Reports.
- 4.3 Ensure Manager National communication is fully briefed at required intervals on the progress of activities designed to report PNG's mitigation and adaptation actions to the UNFCCC, and that all contingencies and issues which impinge upon their success are identified and solutions are found.

- 4.4 Ensure external stakeholders including, but not limited to, agencies of Government, the Private Sector, NGOs, Academic Institutions and International Aid Agencies are appropriately engaged in and have a high opinion of CCDA efforts in reporting of PNG's greenhouse gas emissions to the UNFCCC.

5. MAJOR DUTIES

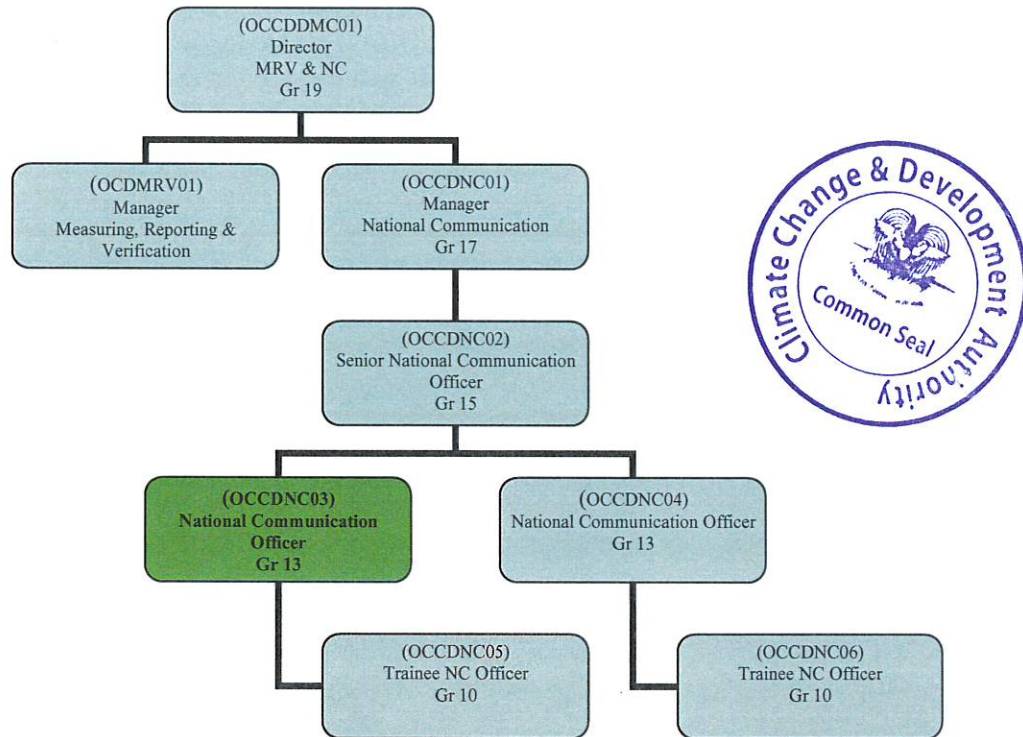
- 5.1 Prepare reports, in accordance with UNFCCC approved international rules and methodology, information on climate change mitigation and adaptation actions in the country (in particular the national greenhouse gas inventory), including but not limited to reporting of greenhouse gas emissions to the UNFCCC through the Biennial Update Reports.
- 5.2 Coordinate and establish PNG's Biennial Update Reporting.
- 5.3 Monitor the progress of all activities designed to assist with National Biennial Update Reporting through all phases of development and implementation, ensuring that they remain within plan and budget, and that regular progress reports are prepared in standard format.
- 5.4 Establish robust sectoral linkages within the regulated sectors to allow for free flow of information, including sectoral briefs, quarterly reports and annual reports to support CCDA's efforts in reporting PNG's Biennial Update Report.
- 5.5 Coordinate, establish and implement programmes that will improve the means of monitoring and reporting in the Biennial Update Report information relating to the environmental performance and socioeconomic pressures on the environment.
- 5.6 Coordinate with stakeholders including the provincial governments and the local communities to mainstream climate change adaptation and mitigation strategies into their development plans.
- 5.7 Implement other relevant duties as assigned by the Manager National communication.

6. NATURE AND SCOPE

WORKING RELATIONSHIP

- 6.1 Report to and work closely with the Manager and the Senior National Communication Officer, thus ensuring that the priorities and work of the Branch and the Division are fully reflected in and coherent with CCDA's strategy and on-going development.
- 6.2 Collaborate and work closely with team members within the Division, and other Managers and staffs of other Divisions, thus 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

6.2 A technical position that compiles and reports scientific data.

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 Degree in Environmental Science, Geography, Environmental Economics, Lands, Forestry 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.

Knowledge

9.3 Greater understanding on the processes and procedures of scientific reporting.

9.4 Ability to develop filing systems to maintain reports.

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

- 9.6 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.
- 9.7 Ability to coordinate partnership dialogues.
- 9.8 Good knowledge and understanding of the global debate on climate change, climate change finance and experience in multilateral environmental debates, dialogues and processes.

Skills

- 9.9 Mature with strong interpersonal skills.
- 9.10 Ability to adapt to a changing environment and work under pressure to meet deadlines.
- 9.11 Demonstrated scientific, technical, computing and development skills.
- 9.12 Ability to be innovative with a high level of integrity and have analytical skills.
- 9.13 Good computer literacy, particularly proficiency with Microsoft Office; hands-on experience with data management and data analysis desired.

