




PAPUA NEW GUINEA PUBLIC SERVICE  
CLIMATE CHANGE AND DEVELOPMENT  
AUTHORITY



Form OD2.7

**JOB DESCRIPTION**

		<b>SYS. POSN. NO</b>	<b>REF. NO:</b>
		3600000145	OCCD NC 05
<b>AGENCY:</b> <i>Climate Change &amp; Development Authority</i>	<b>DESIGNATION/CLASSIFICATION:</b> <i>National Communication Officer Gr 10</i>		
<b>DIVISION:</b> <i>Monitoring, Reporting &amp; Verification and National Communication</i>	<b>LOCAL DESIGNATION:</b> <i>NATIONAL COMMUNICATION OFFICER</i>		
<b>BRANCH:</b> <i>NATIONAL COMMUNICATION</i>	<b>Reporting To:</b> <i>Manager for National Communication and understudies the senior officers</i>		
<b>SECTION:</b> <i>National Communication</i>	<b>LOCATION:</b> <i>PORT MORESBY</i>		

**JOB HISTORY**

FILE NO.	DATE OF VARIATION	DETAILS
511	04/07/2024	Updated

**1.0 PURPOSE**

- 1.1 To understudy the senior officers but particularly, the National Communication Officer responsible for the National Determined Contributions (NDC).
- 1.2 To ensure the data on the NDC is well kept and updated for preparation and reporting to the UNFCCC.

**2.0 ACCOUNTABILITIES**

- 2.1 Ensure stakeholder linkages are maintained to enable their meaningful engagement in the process of developing the National Determined Contributions to the UNFCCC.
- 2.2 Ensure constructive working relationship with team members is maintained to enhance the performance of the Division.
- 2.3 Ensure current information and knowledge on the initiatives and research relating to PNG's National Determined Contributions to the UNFCCC are improved and effective.

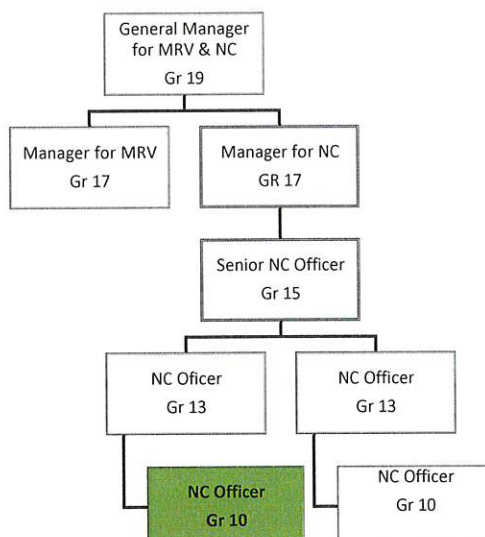
### **3.0 MAJOR DUTIES**

- 3.1 Work closely with the senior officers in ensuring that PNG's National Determined Contributions are prepared and communicated in line with the UNFCCC approved methodologies and guidelines.
- 3.2 Assist the senior officers to ensure regular progressive reporting of PNG National Determined Contributions is prepared in standard format and remain within plan and budget.
- 3.3 Maintain the 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 to reporting PNG's National Determined Contributions.
- 3.4 Work closely with senior officers to coordinate, establish and implement programmes that will improve the means of monitoring and reporting of National Determined Contributions information on the environmental performance and socioeconomic pressures on the environment.
- 3.5 Implement other relevant duties as assigned by the Manager National Communication or other senior officers.

### **4.0 REPORTING AND WORKING RELATIONSHIP**

- 4.1 Report to the Manager NC and work closely with the Senior Officers, 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.
- 4.2 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.
- 4.3 Continually model CCDA values and promote the needs of the Corporate Plan in interactions with all internal and external stakeholders.
- 4.4 Continually maintain constructive working relationships with all external stakeholders in the regulated sectors.





## 5.0 POSITION AND PERSON SPECIFICATIONS

### Qualification

- 5.1 Degree from a recognized university in Environmental Science, Natural Resource Management, and Environment Economics or similar preferred.

### Experience

- 5.2 At least one (1) year work experience in a public or private organization with greater understanding on public-private partnerships.

### Knowledge

- 5.3 Content knowledge on effective communication, public relations, climate change and conservation a plus.
- 5.4 Basic knowledge and understanding of the Public Service General Orders.
- 5.5 Able to formulate and interpret scientific reports.
- 5.6 Good knowledge and understanding of the global debate on climate change, climate change finance and experience in multilateral environmental debates, dialogues and processes.

### Skills

- 5.7 Excellent communication and reporting skills.
- 5.8 Mature with strong interpersonal skills.
- 5.9 Ability to adapt to a changing environment and work under pressure to meet deadlines.
- 5.10 Demonstrated scientific, technical, computing and development skills.
- 5.11 Ability to be innovative with a high level of integrity and have analytical skills.
- 5.12 Good computer literacy, particularly proficiency with Microsoft Office; hands-on experience with data management and data analysis desired.

