



MINISTRY OF ECONOMY

JOB DESCRIPTION: Manager Climate Change

CORPORATE INFORMATION

1. **Position Level:** Band J
2. **Salary Range:** \$51,132.98 - \$ \$65,555.10
3. **Duty Station:** Suva, with occasional local and international travel required.
4. **Reporting Responsibilities:**
 - a) **Reports To:** Head of Climate Change & International Cooperation
 - b) **Liaises with:** Ministry staff, international organisations, UN agencies, Donors and International Community
 - c) **Subordinates:** 20

POSITION PURPOSE

This position is responsible for leading and directing the Climate Change Division including the overall planning and the implementation of the Climate Change Policy and the upcoming Climate Change legislation conforming to the United Nations Climate Change Convention on Climate Change (UNFCCC) and its Paris Agreement and all other related environment and climate treaties and conventions. Specifically, the Manager will lead all efforts on climate change mitigation, adaptation, climate finance and ocean with Government stakeholders and local, regional and international organisations and partners.

Key Responsibilities

The position will achieve its purpose through the following key duties.

1. Provide strategic vision and raise the profile of climate change in Fiji as a fundamental development issue that requires cross-sectorial efforts in mainstreaming climate change and addressing it through innovative policies and actions;
2. Lead, coordinate and advocate National Climate Change priorities and position in the various work streams of climate change negotiations under the UNFCCC process;
3. Lead the development of Climate Change strategies and plans in consultation with key partners including development partners and donors and other relevant stakeholders and oversee the implementation of the division's Annual work plan and budget in line with the Ministry's Strategic Plan;
4. Provide strategic and operational oversight and coordinate day to day management of the Division including management of resources, quality control and the provision of technical guidance and assistance to staff;
5. Establish, develop and manage relationships and new partnerships with relevant stakeholders both nationally and globally to foster climate change projects and programmes to support Fiji's Climate Change objectives;
6. Develop and implement monitoring and evaluation processes and plan for the effective and timely delivery of work outputs;
7. Provide effective communication and strategic high level reporting of all Climate Change initiatives and work;
8. Lead, support and manage the performance and continuous professional development of staff including identifying new areas and opportunities for capacity building related to the objectives of the Division;
9. Performing any other duties within his/her professional competence as required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All relevant policies and plans are developed, endorsed and successfully implemented within the agreed timeframes, and specific requirements.
2. All relevant papers, reports, speeches, briefings, comments and submissions are compiled with appropriate information and standard reporting requirements, and submitted within agreed timeframes.
3. Build, maintain and sustain effective key stakeholder partnerships through the timely delivery of advice, policy and process updates and oversee participation of UN conference, relevant local and international meetings organised by development partners as and when required.
4. All staff are supervised, supported and mentored for active professional participation and timely achievement of individual work plan objectives that support the implementation of (business plan) activities.

PERSON SPECIFICATION

In addition to a Masters in Climate Change, Sciences, Social Science or similar field from a recognized institution [or equivalent relevant experience], the Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

KNOWLEDGE AND EXPERIENCE

1. In depth knowledge of climate change, national and international climate change frameworks, UNFCCC and its processes and the Paris Agreement.
2. At least 6 years relevant experience in climate change related work.
3. Experience in undertaking policy analysis and project administration, management and reporting.
4. Experience in dealing with climate change issues on a national and international level.
5. Experience in undertaking monitoring and evaluation.
6. Demonstrated experience liaising with stakeholders from different organisations and backgrounds in order to meet varying priorities and needs.
7. Sound knowledge (or prior experience which demonstrates the ability to rapidly acquire knowledge) of Fijian Government legislation, policies and procedures.

SKILLS AND ABILITIES

1. Demonstrated experience in relationship building and working with a wide variety of donors and development partners with awareness of their priorities and positioning;
2. Excellent communication skills and the ability to identify issues and negotiate successful outcomes.
3. Demonstrated ability to think creatively, identify problems and solutions in order to meet priorities and deadlines.
4. Ability to effectively assess, monitor and evaluate development projects/programmes.
5. Possess strong analytical, data interpretation and computer skills.
6. Experience working in multi-disciplinary, multi-cultural and/or cross-sector teams.
7. Ability to work with minimum supervision and work extended hours.
8. Service orientated approach with a commitment to supporting the operational/corporate goals of the organisation.

PERSONAL CHARACTER AND ELIGIBILITY

All applicants for employment in the Ministry of Economy must be of good character, with a background that demonstrates their commitment to the public service values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.

The Ministry of Economy is an Equal Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of applicants.