



# MINISTRY OF ECONOMY

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## JOB DESCRIPTION: CLIMATE FINANCE OFFICER II

### CORPORATE INFORMATION

1. Position Level: Salary Band F
2. Salary Range: [\$22,528.78 - \$28,883.00]
3. Duty Station: Suva, with occasional travel
4. Reporting Responsibilities:
  - a) **Reports To:** Climate Finance Specialist via Climate Finance Officer I
  - b) **Liaises with:** Ministry staff, Government agencies and external stakeholders
  - c) **Subordinates:** None

### POSITION PURPOSE

The Climate Finance Officer II is responsible for assisting in administering existing fiscal climate finance flows and providing support for strategising innovative means to mobilise new and additional climate finance from a broad range of bilateral and multilateral sources. This includes helping facilitate close coordination with policy makers, both within and outside of the Ministry of Economy, to develop innovative climate financing mechanisms such as green bonds, climate taxes, green fiscal concessions and disaster risk insurance products.

### KEY RESPONSIBILITIES

This position reports to the Climate Finance Specialist through the Climate Finance Officer I. The key responsibilities of the position include:

1. Assist in the mainstreaming of climate finance into the Government machinery.
2. Assist in administrating climate and environmental finance mechanisms of the Fijian Government
3. Facilitate the implementation, administration and monitoring of climate risk insurance products of the Fijian Government
4. Provide support in performing analysis on enhanced access to international climate finance mechanisms
5. Update, track and guide national stance on global finance negotiations in line with Fiji's international climate commitments.
6. Write well thought speeches, Cabinet Papers, briefs, speaking notes and presentations for the Climate Change Division and upper management.
7. Any other duties assigned by the Permanent Secretary for Economy.

### KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All domestic and relevant international climate finance related work supported and professional reports on progress achieved completed.

2. Project identification, administration, monitoring and reporting for the Environment & Climate Adaptation Levy (ECAL) and relevant bond issuances completed.
3. All eligible green projects submitted to the National Designated Authority (NDA) and National Accredited Entity (NAE) properly assessed and used to create a project pipeline for financing by local, bilateral and multilateral financing bodies/sources.
4. All reports and publications are submitted within the agreed timeframes, and meet the reporting requirements, including analytical trends, analyses of data and any recommendations for improvement.

### **PERSON SPECIFICATION**

In addition to a good Bachelor's Degree in Accounting, Finance or equivalent, [or equivalent relevant experience] the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

#### **Knowledge and Experience**

1. Basic knowledge of climate change and climate resilient development.
2. In-depth knowledge of financial reporting standards.
3. Understanding of applicable regulations, policies and laws and demonstrated ability to exercise effective judgment, creativity, be open to change and to see the implications of the changes proposed.
4. Experience working in multi-disciplinary, multi-cultural and/or cross-sector teams.

#### **Skills and Abilities**

1. Demonstrated ability to multi-task, work under pressure and respond to queries within a short turnaround time
2. Attention to detail, accuracy and ability to deliver on strict deadlines.
3. Excellent communication skills (written and oral).
4. Strong analytical, problem-solving, planning, research and organisational prowess.

### **PERSONAL CHARACTER AND ELIGIBILITY**

Applicants for employment must be Fijian Citizens, under Age 55, in sound health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

The Ministry is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required for the job, as this criteria will be considered in assessing the relative suitability of applicants.