



MINISTRY OF ECONOMY

JOB DESCRIPTION: CLIMATE CHANGE OFFICER ADAPTATION II

CORPORATE INFORMATION

1. Position Level: Salary Band F
2. Salary Range: [\$22,528.74 - \$28,883.00]
3. Duty Station: Suva, limited travel to divisions and districts required, plus international travel.
4. Reporting Responsibilities:
 - a) **Reports To:** Climate Change Adaptation Specialist
 - b) **Liases with:** Ministry staff, Regional bodies, NGOs, International actors
 - c) **Subordinates:** 1

POSITION PURPOSE

The principal function of the Climate Change Officer (Adaptation), under the supervision of the Climate Change Adaptation Specialist, is to provide technical, policy, and programming implementation support and oversight, and knowledge services pertaining to all climate change adaptation work of the Fijian Government, working with UN agencies, governments, and inter-governmental organisation, NGO's, donors, the private sector and many others.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following:

1. Providing advice on climate change policy issues especially on climate change adaptation;
2. Assist and provide technical backstopping on the formulation, development and implementation of Fiji's National Adaptation Planning process, and other policies and plans;
3. Review and evaluate projects to ensure alignment with Government Policies and international Conventions;
4. Contributing to the knowledge base of the division through statistics, policy papers and briefs;
5. Preparing statements and presentations and assisting in the organization of high-level meetings, consultations, visits, and special events;
6. Representing the Climate Change Division in key development forums; and
7. Performing any other duties within his/her professional competence as required.
8. Actively contribute to the Ministry and corporate requirements, including planning, budgeting and human resource activities where 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 that support achieving Ministry objectives.

4. All UN related conferences such as COPs, as well as other relevant local and international meetings organised by development partners are attended to as and when required, and Fiji's national positions are well maintained.

PERSON SPECIFICATION

In addition to Post Graduate degree in Climate Change and Development, Environmental Law, Governance, Environmental Economics, Environmental Engineering, Marine or Water Resources Management, plus a good Bachelor's degree in a closely related field [or equivalent relevant experience] the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

1. At least 1 year of relevant experience preferably in the area of environmental governance, sustainable development or a closely related area.
2. Experience with project development, implementation and management. Familiarity with Government projects is an advantage.
3. Experience in the policy development processes associated with environment and sustainable development issues in the context of climate change adaptation and disaster risk reduction.

Skills and Abilities

1. Strong interpersonal and communication skills;
2. Strong analytical, writing, and advocacy skills;
3. Ability to plan, organize, implement and report on work;
4. Ability to work under pressure and tight deadlines;
5. Comprehensive knowledge of Climate Change;
6. High level of computer literacy, including working with excel.
7. Outstanding project management and organizational skills;
8. Positive, constructive attitude to work;

PERSONAL CHARACTER AND ELIGIBILITY

All applicants for employment in the Ministries must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants must also be a Fijian Citizen, under the age 55 years, in sound health, with a clear police record. The selected applicants will be required to provide a medical certificate, COVID-19 vaccination/exemption evidence and police clearance prior to taking up duty.

Advisory on Covid-19 vaccination: Please note that in order to ensure regulatory compliance with the Health and Safety at Work (General Workplace Conditions) (Amendment) Regulations 2021, it is now mandatory for all civil servants to be vaccinated as a condition of employment to protect employers, employees, customers and the general public at workplaces from Covid-19. The successful appointee should be fully vaccinated against COVID-19 unless exempted