



## JOB DESCRIPTION

<b>Job Title:</b>	Pacific Island Climate Finance Officer
<b>Division/Programme and Section/Project (if any):</b>	CCES, Climate Finance Unit
<b>Location:</b>	Noumea
<b>Reporting to:</b>	Climate Finance Coordinator
<b>Number of Direct Reports:</b>	None
<b>Purpose of Role:</b>	This opportunity will provide an early-career professional with training and experience related to accessing climate finance from the Green Climate Fund and Adaptation. The position will be embedded within SPC's Climate Finance Unit where they will build skills and knowledge on designing and implementing projects. They learn about the requirements of multilateral climate finance mechanisms and processes, complemented by training and mentorship, including working on concept note and proposal formulation.
<b>Date:</b>	<i>January 2024</i>

### Organisational Context and Organisation Chart

The **Pacific Community** (SPC) is the principal scientific and technical organisation in the Pacific region, supporting development since 1947, owned and governed by our 27 member countries and territories. The **Climate Change and Environmental Sustainability** (CCES) programme leads SPC's actions on climate change and environmental sustainability, working with national, regional and international partners to promote the integration of such issues into development activities. Within CCES, the **Climate Finance Unit** (CFU) supports members in the development and implementation of climate change projects and programmes. Through SPC's accreditation as a regional Direct Access Entity (DAE) to the Green Climate Fund (GCF) and a Regional Implementing Entity (RIE) to the Adaptation Fund (AF), the CFU assists countries in accessing climate finance.

Supported by the New Zealand Ministry of Foreign Affairs and Trade "Funding with Intent" initiative, an early-career **Pacific Island Climate Finance Officer (PICFO)** will be embedded within the CFU based in SPC headquarters in New Caledonia. This opportunity will provide the PICFO with direct and practical engagement with multilateral climate funds, building skills and knowledge on designing projects and successfully accessing climate finance from GCF and AF. They will be exposed to the requirements of multilateral finance mechanisms and processes for proposal formulation as well as oversight of active projects, complemented by training on accessing multilateral climate finance. These activities will lead to the PICFO having enhanced knowledge and capabilities concerning climate finance mechanisms and processes, leading to them being equipped with the knowledge, skills, networks and relationships to continue a professional career in climate finance in the Pacific context.

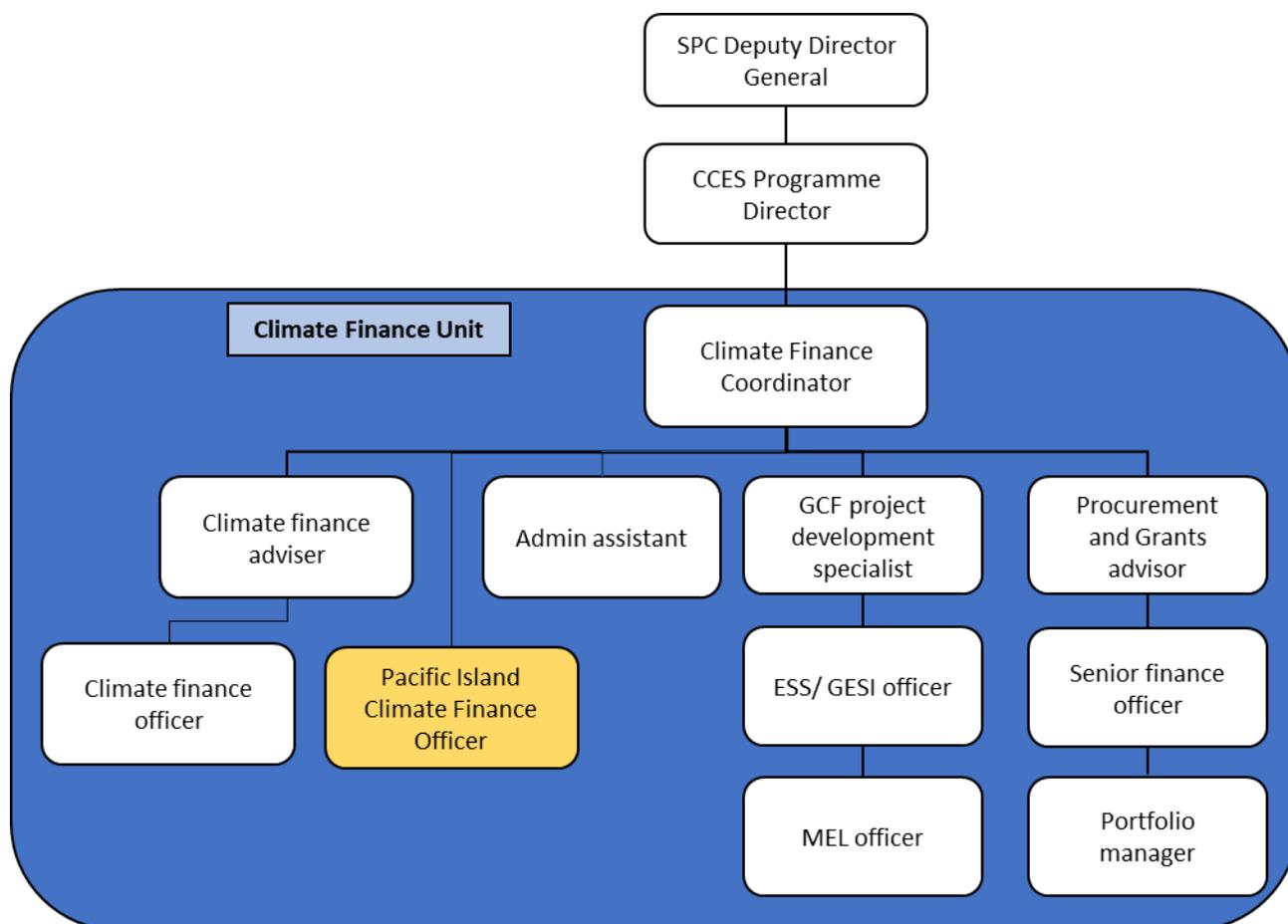


Figure 1. Organisational chart of SPC's CFU indicating reporting lines for the PICFO.

**Key Result Areas (KRAs):**

The position of Pacific Island Climate Finance Officer encompasses the following major functions or Key Result Areas:

- Contribute to designated projects and work areas within CFU, according to a work plan to be co-developed with CFU staff. (50%)
- Acquire skills and knowledge in multilateral climate finance mechanisms. (30%)
- Technical support, training and guidance to internal and external partners. (20%)

*The performance requirements of the Key Result Areas are broadly described below*

Jobholder is accountable for	Jobholder is successful when
<b>Contribute to designated projects and work areas within CFU, according to a work plan to be co-developed with CFU staff (50%)</b>	
<ul style="list-style-type: none"> <li>• Support formulation of climate finance concept notes and funding proposals.</li> <li>• Support the drafting of climate rationales, Theories of Change, logical frameworks and other key aspects of climate finance concept notes and funding proposals.</li> <li>• Contribute to the development of Terms of Reference for external technical assistance.</li> <li>• Engage with CFU colleagues, staff from other SPC Divisions and consultants to reflect technical inputs in concept notes and funding proposals.</li> </ul>	<ul style="list-style-type: none"> <li>• Professional and timely preparation of concept notes and funding proposals.</li> <li>• High quality and technically sound preparation of Theories of Change, logical frameworks and other key aspects of climate finance concept notes and funding proposals.</li> <li>• Successfully drafting of Terms of Reference for external technical assistance.</li> <li>• Integration of technical inputs from CFU colleagues, other SPC Divisions and consultants into concept notes and funding proposals.</li> </ul>

<ul style="list-style-type: none"> <li>• Help to secure funding from the GCF Project Preparation Facility by drafting applications.</li> </ul>	<ul style="list-style-type: none"> <li>• Project Preparation Facility applications are drafted as per GCF requirements.</li> </ul>
<b>Acquire skills and knowledge in multilateral climate finance mechanisms (30%)</b>	
<ul style="list-style-type: none"> <li>• Participate in training courses and other capacity development opportunities.</li> <li>• Develop better understanding of multilateral climate finance mechanisms and processes, with a focus on GCF and AF.</li> <li>• Improve skills in training, presentation and meeting facilitation.</li> <li>• Improve capacity in report writing.</li> </ul>	<ul style="list-style-type: none"> <li>• Successful completion of training and capacity development opportunities.</li> <li>• Demonstrated understanding of multilateral climate finance mechanisms and processes, with a focus on GCF and AF.</li> <li>• Successful facilitation and presentation during workshops, training, meetings and other events.</li> <li>• Production of high-quality reports and other documentation.</li> </ul>
<b>Technical support, training and guidance to internal and external partners (20%)</b>	
<ul style="list-style-type: none"> <li>• Support and actively participate in meetings, workshops, consultations, training and in-country visits in coordination with relevant stakeholders.</li> <li>• Provide technical support to government counterparts on requests related to climate finance mechanisms and processes.</li> <li>• Develop and deliver training to internal (SPC Divisions) and external (government) stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>• Successful organisation of meetings, workshops, consultations, training and in-country visits in coordination with relevant stakeholders</li> <li>• Sound and constructive advice provided to government counterparts on climate finance mechanisms and processes.</li> <li>• Training successfully planned, organised, and delivered to SPC Divisions and government partners.</li> </ul>

The above performance requirements are provided as a guide only. The precise performance measures for this job will need further discussion between the jobholder and supervisor as part of the performance development process.

**Most Challenging Duties Typically Undertaken (Complexity):**

<p><b>Most challenging duties typically undertaken:</b></p> <ol style="list-style-type: none"> <li>1. Ensuring familiarity with multilateral climate finance mechanisms</li> <li>2. Providing support for development of complex projects within tight timelines</li> <li>3. Providing professional and technically sound guidance to governments</li> <li>4. Achieving learning outcomes and demonstrating enhanced knowledge and skills on climate finance</li> </ol>
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**Functional Relationships & Relationship Skills:**

Key internal and/or external contacts	Nature of the contact most typical
<p><b>External</b></p> <p>Key external contacts are:</p> <ul style="list-style-type: none"> <li>• Government counterparts</li> <li>• Consultants and firms</li> <li>• GCF and AF staff</li> </ul>	<ul style="list-style-type: none"> <li>• Consultation and reporting</li> <li>• Service provision and support</li> <li>• Provision of documents</li> <li>• Collaboration</li> <li>• Training and capacity building</li> </ul>
<p><b>Internal</b></p> <p>Key internal contacts are:</p> <ul style="list-style-type: none"> <li>• Climate Finance Unit staff</li> <li>• CCES Director</li> <li>• SPC Divisions and project teams</li> <li>• OMD</li> </ul>	<ul style="list-style-type: none"> <li>• Exchanging technical information and guidance on concept notes and funding proposals</li> <li>• Direct liaison, consultation and engagement</li> <li>• Training and capacity building</li> </ul>

## Level of Delegation:

Routine Expenditure Budget: N/A

Budget Sign off Authority without requiring approval from direct supervisor: N/A

## Personal Specification:

*This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current position holder has.) This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.*

### Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"><li>Recognised degree in development studies, business administration, climate change, environment, policy or related discipline.</li></ul>	

### Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"><li>At least 3 years of relevant experience in development work in the Pacific, including experience working with an international or regional organisation, government, NGO or similar agencies in the region</li><li>Understanding of sustainable development challenges in the Pacific.</li><li>Strong interest in climate change or climate finance.</li><li>Proficiency in English (written and verbal).</li><li>Working knowledge of Microsoft Office software.</li></ul>	<ul style="list-style-type: none"><li>Prior experience organisation and delivering workshops, training, consultations, etc.</li><li>Excellent report writing and presentation skills.</li></ul>

### Key Skills/Attributes/Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level	
Advanced level	<ul style="list-style-type: none"><li>Project design and development skills.</li><li>Understanding of the development context and stakeholders in the Pacific.</li><li>Understanding of climate change adaptation and mitigation issues.</li><li>Interest in climate finance.</li><li>Ability to work in multicultural environments as part of a small team.</li><li>Proficiency in Microsoft Office software</li></ul>
Working knowledge	<ul style="list-style-type: none"><li>Work effectively and professionally with internal and external stakeholders</li><li>Good communication skills</li><li>Gender equity, social inclusion, environmental safeguards</li></ul>
Awareness	<ul style="list-style-type: none"><li>SPC Regulations and Policies</li></ul>

### Key Behaviours

*All employees are measured against the following **Key Behaviours** as part of Performance Development:*

- Change and Innovation
- Interpersonal Skills
- Teamwork
- Promotion of Equity and Equality
- Judgement
- Building Individual Capacity

**Personal Attributes**

- High level of professional integrity and ethics
- Friendly demeanour
- Demonstrated high level commitment to customer service

**Change to Job Description:**

From time to time it may be necessary to consider changes in the job description in response to the changing nature of the work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by SPC. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.