



JOB DESCRIPTION

Job Title:	Climate Finance Adviser
Division/Programme and Section/Project (if any):	Climate Change and Environmental Sustainability (CCES), Climate Finance Unit (CFU)
Location:	SPC Headquarters, Noumea
Reporting to:	Climate Finance Coordinator
Number of Direct Reports:	1
Purpose of Role:	<p>The role of the Climate Finance Adviser is to:</p> <ul style="list-style-type: none">• Support Pacific Island countries in the identification, development, design and implementation of climate change projects• Strengthen the role of SPC as an accredited entity in the Pacific• Liaise and engage with donors on climate change projects• Provide strategic advice to support SPC's work on climate change and the operations of the CFU• Provide technical guidance, awareness and training on operations, requirements and development processes of climate change projects• Coordinate implementation of CFU-led climate change projects.• Undertake line management and mentorship of CFU staff.
Date:	October 2024

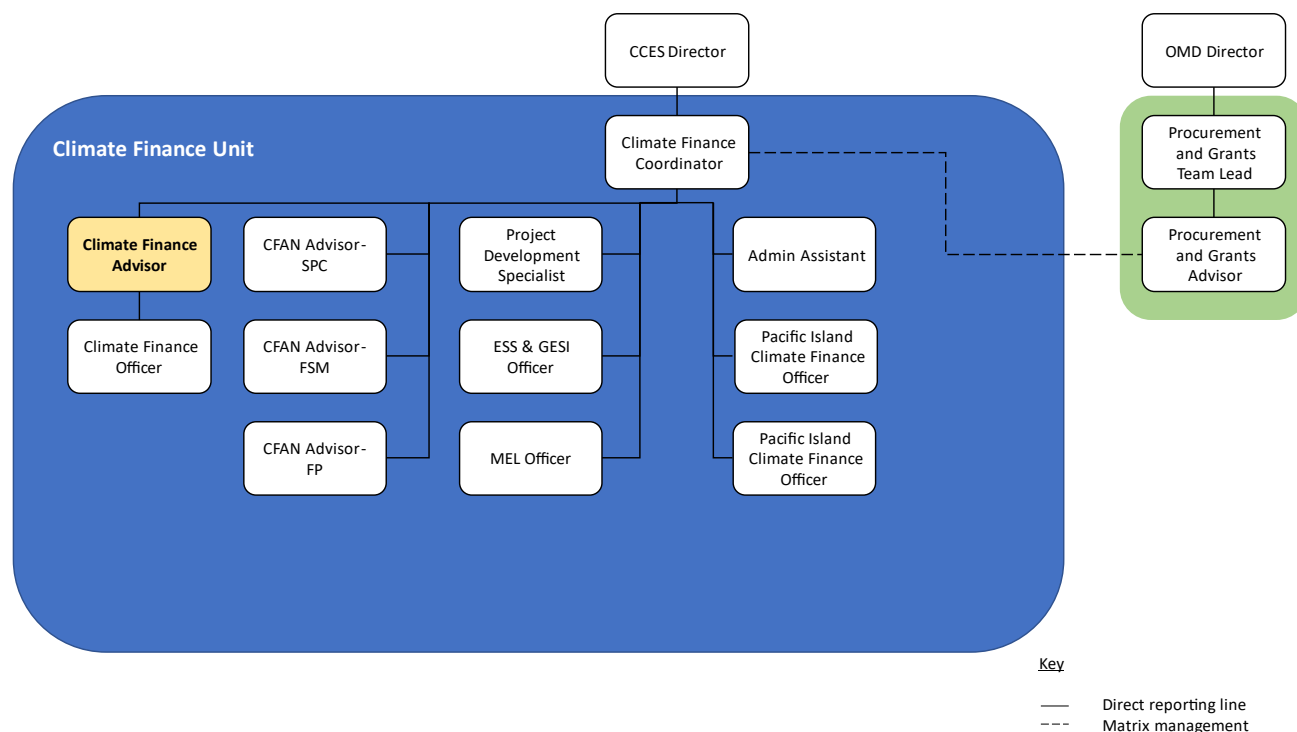
Organisational Context and Organisation Chart

The Pacific Community (SPC) is the principal scientific and technical organisation in the Pacific region, supporting development since 1947. We are an international development organisation owned and governed by our 27 country and territory members. In pursuit of sustainable development to benefit Pacific people, our unique organisation works across more than 25 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health surveillance, geoscience, and conservation of plant genetic resources for food and agriculture.

The Climate Change and Environmental Sustainability (CCES) division was established to strengthen and streamline SPC's actions on climate change by bringing together work already undertaken by the Organisation under a coherent strategic and technical leadership. In addition, it leads the actions of SPC on climate change and sustainability, works with the Organisation's regional and international partners and promotes the integration of these issues into all development activities conducted by the Organisation's divisions. In addition to this integration function, CCES also houses SPC's capability in leveraging climate finance through a range of sources including the large multilateral climate finance funds like the Green Climate Fund (GCF) and Adaptation Fund (AF). SPC's Accredited Entity function is managed by the Climate Finance Unit (CFU), which focuses on development and coordination of projects funded by the GCF, AF and other climate change donors, in collaboration with eligible SPC member countries and territories and all of SPC's divisions.

The role of the **Climate Finance Adviser** is to support the work of the CFU, particularly in the development and oversight of SPC projects funded by the GCF, AF and other climate change donors. This includes leading the

identification and design of climate change projects, providing technical guidance and training on sources of climate finance, engaging with sources of climate finance, providing strategic advice on SPC’s work on climate change and coordinating implementation of CFU-led climate change projects.



Organisational chart of the Climate Finance Adviser within SPC’s Climate Finance Unit

Key Result Areas (KRAs):

Under the supervision of the Climate Finance Coordinator and in collaboration with other members of the CFU, the role of the Climate Finance Adviser encompasses the following Key Result Areas:

- Support eligible Pacific Island countries in the identification, development and design of GCF, AF and other climate change projects (30%)
- Coordinate the management and implementation of CFU-led climate change projects (35%)
- Provide technical guidance, awareness and training to key stakeholders on operations, requirements and development processes of climate change projects (15%)
- Support the Climate Finance Coordinator in liaison and engagement between SPC and the GCF, AF and other donors on climate change projects (10%)
- Line management and mentorship of the Climate Finance Officer and other CFU staff (10%)

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

Jobholder is accountable for	Jobholder is successful when
<p>KRA#1 Support eligible Pacific Island countries in the identification, development and design of GCF, AF and other climate change projects (30%)</p> <ul style="list-style-type: none"> • Provide strategic advice to Pacific Island countries eligible to GCF, AF and other sources of climate finance on SPC’s support for developing projects, including readiness, mitigation and adaptation projects. • Upon countries’ requests, advise on the identification, development and design of GCF, AF 	<ul style="list-style-type: none"> • Eligible Pacific Island countries and their relevant authorities (e.g. National Designated Authorities, climate change focal points), development partners and other stakeholders are aware of SPC’s support for GCF, AF and other climate change projects.

<p>and other climate change projects including through funding from GCF Project Preparation Facility, AF Project Formulation Grants and other sources of project preparation funds.</p> <ul style="list-style-type: none"> • Lead collaboration with SPC technical divisions to secure funding for SPC-executed projects. • Strengthen SPC's role as an accredited / implementing entity for GCF, AF and other climate change projects in the Pacific region. • Maintain smooth and close collaboration with government, institutional and technical partners involved with GCF, AF and other climate change project development in the Pacific region. 	<ul style="list-style-type: none"> • Collaboration between SPC and national authorities are efficient and effective. • Climate change projects are developed and approved in a smooth, professional and timely manner, according to donor and SPC's requirements, and in line with countries' priorities. • Countries requests for support on identification, development and design of GCF, AF and other climate change projects as well as other requests are responded to in a professional and timely manner. • Smooth ongoing relations and close collaboration with institutional and technical partners involved in GCF, AF and other climate change project development in the Pacific region.
<p>KRA#2 Coordinate the management and implementation of CFU-led climate change projects (35%)</p> <ul style="list-style-type: none"> • Lead project supervision in the accredited / implementing entity function to ensure project activities comply with funding requirements, including submitting necessary documentation to donors, government and other partners on time. • Engage Project Management Units (PMUs) to ensure development of and adherence to detailed project plans and budget, including ensuring these are regularly updated to reflect progress and changes. • Lead upstream and downstream engagement from SPC to donors as well as executing entities, through regular meetings and communication, addressing concerns and incorporating feedback. • Ensure monitoring and evaluation frameworks track performance and prepare progress reports for donors in a timely manner, in coordination with CFU and project monitoring and evaluation personnel. • Organise and lead project inception phases, including coordination of legal and other post-approval processes, project inception meetings and training for PMUs on SPC and donor requirements. • Ad hoc support to the Climate Finance Coordinator, CCES director and other SPC divisions in management and implementation of climate change projects. 	<ul style="list-style-type: none"> • Compliance with donor requirements through implementation is maintained in a timely manner. • All post-approval processes are coordinated in an effective and streamlined manner to meet donor and country timelines. • Donor reporting is conducted effectively and milestones achieved. • PMU members are effectively on-boarded and projects incepted in an effective manner. • Ad hoc requests from SPC staff are responded to in a professional and timely manner.
<p>KRA#3 Provide technical guidance, awareness and training to key stakeholders on operations, requirements and development processes of climate change projects (15%)</p>	

<ul style="list-style-type: none"> • Provide training, information and technical guidance to SPC’s divisions, governments, PMUs and other key stakeholders on policies, modalities and project development and implementation requirements for the GCF, AF and other climate change donors. • Provide SPC’s divisions with up-to-date information on GCF, AF and other climate change donor project development and implementation as well as countries’ climate change priorities. • Facilitate the delivery of technical assistance from the GCF and other sources of support on relevant technical subjects, as necessary. 	<ul style="list-style-type: none"> • Smooth ongoing relations and close collaboration with SPC staff on climate change projects. • Ad-hoc requests from SPC’s divisions are responded to in a professional and timely manner by the CFU. • SPC’s divisions, governments, PMUs and other key stakeholders are aware of GCF, AF and other donors’ requirements for climate change project development and implementation. • Technical assistance is provided to SPC’s divisions on project design to address GCF, AF and other donors’ investment criteria as well as countries’ climate change priorities.
<p>KRA#4 Support the Climate Finance Coordinator in liaison and engagement between SPC and the GCF, AF and other donors on climate change projects (10%)</p> <ul style="list-style-type: none"> • Support SPC’s dialogue and engagement with the GCF, AF and other climate change donors. • Support the accreditation, re-accreditation and accreditation upgrade processes for the GCF, AF and other climate change donors. • Actively participate in GCF, AF and other climate change programming events and meetings. • Support the Climate Finance Coordinator in developing and maintaining smooth and close collaboration with GCF, AF and other climate change donors. 	<ul style="list-style-type: none"> • SPC’s engagement with GCF, AF and other donors is effective, collaborative and constructive. • SPC’s accreditation, re-accreditation and accreditation upgrade processes with the GCF, AF and other climate change donors are successful. • SPC is well represented in GCF, AF and other climate change events and meetings. • Smooth relations and close collaboration with GCF, AF and other climate change donors including timely and professional responses to requests.
<p>KRA#5 Line management and mentorship of the Climate Finance Officer and other CFU staff (10%)</p> <ul style="list-style-type: none"> • Set clear performance goals, conduct regular reviews, and support professional development for the Climate Finance Officer. • Oversee the Climate Finance Officer’s planning and execution of tasks, ensuring alignment with CFU objectives and priorities. • Ensure that the Climate Finance Officer’s work is in compliance with donor standards and requirements. • Facilitate effective communication to engage CFU colleagues in the CFU’s operational network. • Foster a collaborative environment, encourage teamwork, and provide mentorship to help the CFU colleagues achieve their goals. 	<ul style="list-style-type: none"> • The Climate Finance Officer consistently meets or exceeds performance goals and demonstrates growth in their professional skills and competencies. • Work undertaken by the Climate Finance Officer is executed efficiently, aligned with CFU objectives and successfully addresses challenges and obstacles. • Work undertaken by the Climate Finance Officer complies with donor expectations, and all reports and budgets are accurate, complete and on time. • CFU colleagues work well within the team and wider network, contributing to a collaborative environment and demonstrating improvement through mentorship and teamwork.

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):

The primary challenge of this position is to effectively work closely with the GCF, AF, governments and stakeholders of Pacific Island Countries and Territories, all SPC divisions and other partners organisations including sister Council of Regional Organisations of the Pacific (CROP) agencies, other accredited / implementing entities, United Nations entities, consultancy firms, etc. to identify and develop climate change adaptation and mitigation projects across a range of thematic areas. This will require strong technical expertise and proactive engagement, as well as developing new and strengthening existing relationships.

Specific challenges include:

- Navigating the complexity of GCF, AF and other climate change donors' rules and procedures (project development, reporting and financial systems).
- Providing knowledge-based advice on the Pacific region's development context (including environmental and social issues) and the science of climate change impacts.
- Delivering capacity-building activities on complex aspects of GCF, AF and other climate change project requirements in an accessible and informative manner.
- Developing complex projects on a tight schedule with multiple partners, spanning SPC's Members and across a range of development sectors (agriculture, fisheries, health, transport, energy, etc.).
- Providing technical assistance on multiple and complex topics.
- Working as a small team in a complex organisation.
- Frequency and complexity of travel in the Pacific: time, logistical and personal constraints.
- Coordinating diverse stakeholders towards effective project identification, design and implementation.
- Providing high quality and convincing briefings, corporate communications and donors reports.
- Managing a diverse range of tasks.
- Promptly responding to multiple, ad-hoc and often urgent requests for advice.
- Understanding cultural, gender and other social contexts within the Pacific region.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
<p>External Key external contacts are:</p> <ul style="list-style-type: none"> • GCF, AF and other donors' staff. • Representatives of SPC's Members, mainly from National Designated Authorities and other climate change focal points. • The private sector, civil society, regional organisations, donor agencies and other development partners involved in climate change mitigation and adaptation. • Sister CROP agencies. 	<p>The Adviser will work closely with external contacts to ensure projects are identified, developed, designed and implemented within the specified timeframes. The Adviser will also provide briefing documents to all relevant parties when appropriate. The Adviser shall always find the best approach between:</p> <ul style="list-style-type: none"> • Emails: requests, submission of forms and document, daily collaboration. • Telephone / Skype / MS Teams / Zoom / etc. when no written record is needed and it is more efficient than email. • Direct exchanges during face-to-face meetings. • Participation in online meetings and seminars.
<p>Internal Key internal contacts are:</p> <ul style="list-style-type: none"> • Staff within SPC's CFU • All members of CCES including the Director • SPC staff supporting the Climate Change Flagship • SPC's DG, DDGs and Executive • All SPC divisions 	<p>The Adviser will work closely with external contacts to ensure projects are identified, developed, designed and implemented within the specified timeframes. The Adviser will also provide briefing documents to all relevant parties when appropriate. The Adviser shall always find the best approach between:</p> <ul style="list-style-type: none"> • Emails: requests, submission of forms and document, daily collaboration.

<ul style="list-style-type: none"> All SPC corporate Services 	<ul style="list-style-type: none"> Telephone / Skype / MS Teams / Zoom / etc.: when no written record is needed and it is more efficient than email. Direct exchanges with staff based in Noumea. Participation in online meetings and seminars.
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Level of Delegation:

Routine Expenditure Budget: € 0

Budget Sign off Authority without requiring approval from direct supervisor: € 50

Personal Specification:

Qualifications

<p>Essential:</p> <ul style="list-style-type: none"> Master’s degree qualification in a relevant field relating to sustainable development and climate change (environmental sciences or management, economics, finance or business administration) 	<p>Desirable:</p> <ul style="list-style-type: none"> Project management and development certification Climate change science and/or governance certifications.
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Knowledge/Experience

<p>Essential:</p> <ul style="list-style-type: none"> Around 7 years of practical experience in the ODA and climate change areas. Around 3-5 years of experience in large (over USD 5 million) climate change project management and/or development. Proven experience in project development and implementation for GCF, AF or other multilateral sources of climate finance. Sound knowledge of issues related to climate change adaptation and mitigation. Prior experience in managing projects in complex institutional settings with numerous partners including design, organisation, delivery and oversight of project activities. Excellent interpersonal skills in the multicultural environment of the Pacific Islands. Excellent drafting and writing skills including for a variety of reports and audiences Excellent English communication skills (oral and written). Proven track record in organising, facilitating and presenting in workshops, trainings and seminars. A proactive and positive team player able to work effectively in a multicultural environment, with great initiative, willing to lend a hand in a broad 	<p>Desirable:</p> <ul style="list-style-type: none"> Sound knowledge of the Pacific context including regional institutional landscape, climate change and sustainable development governance, and scientific issues relating to climate change adaptation. Sound knowledge of the GCF and AF modalities, policies and requirements, particularly in post-approval processes. Experience in delivering national-level technical assistance on climate change and climate finance. Experience in interacting with decision-makers. Experience in staff management. Financial budget preparation and reporting skills. Experience with participatory stakeholder consultation and engagement approaches.
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<p>range of tasks to support the CCES team objectives.</p> <ul style="list-style-type: none"> • Demonstrated competence in being well organised, working effectively with minimal supervision, able to multi-task, and effectively meet deadlines on multiple and sometimes urgent requests for support. 	
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Key Skills/Attributes/Job Specific Competencies

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

Expert level	<ul style="list-style-type: none"> • Fluency in written and spoken English is essential to communicate with Member government, the GCF, the AF and other development partners. • Solid knowledge of climate change adaptation and mitigation issues. • Aptitude for the provision of high-quality service. • Ability to provide strategic advice and innovative thinking. • Demonstrated skills in project development and management. • Excellent analytical and writing skills.
Advanced level	<ul style="list-style-type: none"> • Solid understanding of the climate finance context and key stakeholders in the Pacific. • Gender equity and social inclusion. • Social and environmental safeguards • Demonstrated ability work in multicultural environments. • Demonstrated ability to take initiative and work without supervision. • Good communication skills, and comfortable in complex political settings. • Ability to work as part of a small team, with a high level of interpersonal skills. • Coordination and liaison skills • Flexible approach and demonstrated ability to meet deadlines • Financial budgeting and reporting • Proficiency in common office software
Working knowledge	<ul style="list-style-type: none"> • Staff management • Leadership
Awareness	<ul style="list-style-type: none"> • Ability to deal with confidential information in a professional manner • French language

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.