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**JOB DESCRIPTION**

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| **Job Title:** | Climate Finance Adviser |
| **Work unit:** | Climate Change and Environmental Sustainability Programme (CCES) |
| **Location**: | SPC Headquarters, Noumea |
| **Reporting to:** | Climate Finance Coordinator |
| **Responsible for:** | None |
| **Purpose of role:** | Under the supervision of the Climate Finance Coordinator and in collaboration with the Climate Finance Officer, the role of the Climate Finance Adviser is to:* Support eligible Pacific island countries in the identification, development, design and implementation of GCF, AF and other climate change projects, and support the Climate Finance Coordinator to strengthen the role of SPC as an accredited entity and delivery partner in the region ;
* Support the Climate Finance Coordinator in liaison and engagement between SPC and the GCF, AF and other donors on climate change projects;
* Support the Climate Finance Coordinator in providing strategic advice to the CCES programme to support SPC's work on climate change and, in particular regarding the operations of the Climate Finance Unit;
* Provide technical guidance, awareness and training to SPC’s divisions concerning the GCF, AF and other climate change donors on operations, requirements and development processes of climate change projects; and
* Coordinate the management and implementation of CFU-led climate change projects.
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| **Date:** | 07/06/2021 |

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| **Organisation Context** |

The Climate Change and Environmental Sustainability Programme (CCES) reports to the Deputy Director General. The CCES programme director is SPC's Climate Change and Environmental Sustainability authority. The programme leads and develops support for reinforcing technical assistance and strategic coordination to design and implement climate change adaptation and mitigation projects in partnership with SPC’s members and donors. The programme also provides leadership and coordination of the overall environmental sustainability of SPC’s divisions and operations.

CCES’ specific objectives include assisting Pacific countries and territories to transition to a low-carbon economy and promote adaptation to the effects of climate change in key national sectors, enhancing collaboration with other regional organisations, promoting the Pacific climate change agenda at the international level and providing an effective framework for resource mobilisation.

Within the CCES programme, the main focus of the Climate Finance Unit (CFU) is the development and coordination of projects funded by the Green Climate Fund (GCF), Adaptation Fund (AF) and other climate change donors, in collaboration with eligible SPC member countries and territories and all of SPC’s divisions.



Under the responsibility of the Climate Finance Coordinator, the Adviser supports the work of the CFU, particularly the development of SPC projects to be submitted to the GCF, AF and other climate change donors.

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| **Key Result Areas** |

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

* Support eligible Pacific island countries in the identification, development, design and implementation of GCF, AF and other climate change projects, and support the Climate Finance Coordinator to strengthen the role of SPC as an accredited entity and delivery partner in the region;
* Provide technical guidance, awareness and training to SPC’s divisions concerning the GCF, AF and other climate change donors on operations, requirements and development processes of climate change projects;
* Support the Climate Finance Coordinator in liaison and engagement between SPC and the GCF, AF and other donors on climate change projects;
* Support the Climate Finance Coordinator in providing strategic advice to the CCES programme to support SPC's work on climate change, particularly regarding the operations of the Climate Finance Unit; and
* Coordinate the management and implementation of CFU-led climate change projects.

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

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| **Jobholder is accountable for** | **Jobholder is successful when** |
| **KRA1- Support eligible Pacific island countries in the identification, development, design and implementation of GCF, AF and other climate change projects, and support the Climate Finance Coordinator to strengthen the role of SPC as an accredited entity and delivery partner in the region (45%)*** Provide strategic advice to the Pacific island countries eligible to GCF, AF and other climate change funding opportunities on how SPC can support them in developing and implementing projects, including readiness, mitigation and adaptation projects);
* Upon countries’ requests, support the identification, development, design and implementation of GCF, AF and other climate change projects including through funding from GCF Project Preparation Facility, AF Project Formulation Grants and other sources of project preparation funds, in collaboration with SPC’s divisions and other partners;
* Strengthen SPC’s role as an implementing agency for GCF, AF and other readiness and climate change projects in the region;
* Collaborate on the project development work conducted by the Climate Finance Officer; and
* Support the Climate Finance Coordinator in maintaining smooth and close collaboration with institutional and technical partners involved with GCF, AF and other climate change project development and implementation in the Pacific region.
 | * Eligible Pacific countries and associated authorities (e.g. NDAs and other climate change focal points) as well as development partners are fully aware of SPC’s potential for support on GCF, AF and other climate change project development and implementation;
* Collaborations between SPC and national authorities are efficient and effective;
* GCF, AF and other climate change projects are designed, developed and implemented in a smoothed, professional and timely manner, according to both GCF/AF/donor and SPC’s requirements, and in line with countries priorities;
* Countries requests for support on identification, development, design and implementation of GCF, AF and other climate change projects as well as other ad hoc requests are responded to in a professional and timely manner; and
* Smooth ongoing relations and close collaboration with institutional and technical partners involved in GCF, AF and other climate change project development and implementation in the Pacific region.
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| **KRA2- Provide technical guidance, awareness and training to SPC’s divisions concerning the GCF, AF and other climate change donors on operations, requirements and development processes of climate change projects (15%)*** Provide training, information, technical guidance and awareness to SPC’s divisions regarding the GCF, AF and other climate change donors on their policies, their modalities and the various project development and implementation requirements;
* Provide SPC’s divisions with up-to-date information on GCF, AF and other climate change project development and implementation as well as countries’ climate change priorities in the region; and
* When necessary, seek and organise the delivery of technical assistance from the GCF and other sources of support on relevant technical subjects.
 | * + 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 are aware about and can access up-to-date information on GCF, AF and other donors’ requirements for climate change project development and implementation as well as countries’ climate change priorities in the region; and
	+ Technical assistance is provided to SPC’s divisions on how to develop a climate change rationale and associated theory of change and address GCF, AF and other donors’ investment criteria.
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| **KRA3- Support the Climate Finance Coordinator in liaison and engagement between SPC and the GCF, AF and other donors on climate change projects (10%)*** Support the Climate Finance Coordinator in the development, review and implementation of GCF, AF and other climate change donors’ engagement and work plans including SPC’s GCF Entity Work Programme;
* Support the accreditation and re-accreditation processes for the GCF, AF and other climate change donors;
* Actively participate in GCF, AF and other climate change global programming or regional events;
* Provide technical support to the Climate Finance Coordinator on design, development and implementation of a regional programmatic approach to climate change; and
* Support the Climate Finance Coordinator in developing and maintaining smooth and close collaboration with GCF, AF and other climate change donors.
 | * SPC’s engagement and workplans for climate change donors are developed, implemented and periodically revised, including SPC’s GCF Entity Work Programme;
* SPC’s accreditation and re-accreditation processes with the GCF, AF and other relevant climate change donors are successful;
* Participate in GCF, AF and other climate change events and meetings, as appropriate;
* Smooth ongoing relations and close collaboration with GCF, AF and other climate change donors; and
* GCF, AF and other climate change donor enquiries and requests are answered in an appropriate and timely manner.
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| **KRA4- Support the Climate Finance Coordinator in providing strategic advice to the CCES programme to support SPC's work on climate change, particularly regarding the operations of the Climate Finance Unit (15%)*** Support the Climate Finance Coordinator in providing strategic advice on the development and operations of CCES and the Climate Finance Unit, including resource mobilisation;
* Support the Climate Finance Coordinator in managing the operations of the Climate Finance Unit including budget, procurement, communication, MEL, etc.;
* Support the accreditation and re-accreditation processes for the GCF, AF and other donors through development and provision of required documents in collaboration with the Climate Finance Officer;
* As deemed appropriate by the Climate Finance Coordinator and in collaboration with the Climate Finance Officer, participate in GCF, AF and other climate change global programming or regional events; and
* Coordinate and collaborate with the Climate Finance Officer on the operations of the CFU and contributions to the CCES programme.
 | * + Sound advice provided to the Climate Finance Coordinator and CCES director on the development and activities of the CFU;
	+ Operations and activities of the CFU are appropriately undertaken within the set deadlines and budget in a timely and efficient manner;
	+ Upon request from the Climate Finance Coordinator, high-quality reports, briefing notes and other documents submitted on time;
	+ Reporting of the work of the CFU is successfully conducted; and
	+ Meetings successfully planned, organised and conducted.
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| **KRA5- Coordinate the management and implementation of CFU-led climate change projects (15%)*** Support the Climate Finance Coordinator and collaborate with the Climate Finance Officer and Administration Assistant in coordinating the implementation of CFU-led climate change projects including: preparation of Terms of Reference, support for procurement processes, oversight and management of consultants and other personnel, review of deliverables and invoices, monitoring of budget and expenditures, preparation and review of technical, progress and financial reports, and project reporting to the donor, as needed and in coordination with the respective project management teams; and
* Ad-hoc support to the Climate Finance Adviser, Climate Finance Coordinator, CCES director and other SPC divisions in the management and implementation of climate change projects.
 | * Support is provided to the Climate Finance Coordinator to coordinate the implementation of CFU-led projects in collaboration with the Climate Finance Officer; and
* Ad-hoc requests from the Climate Finance Coordinator are responded to in a professional and timely manner.
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Note:

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.

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| **Most challenging duties typically undertaken** |

The major challenge of this position is to work closely with the GCF, AF, eligible Pacific Countries and Territories, all SPC divisions, and other partner organisations including PIFS, SPREP, FAO, UNICEF, WHO, etc. to identify and develop climate change adaptation and mitigation projects in a wide range of thematic areas. While mobilising strong technical expertise, this will imply proactive engagement, as well as developing new and strengthening existing relationships.

Specific challenges include:

* Being familiar with the international climate governance context, including financial aspects thereof;
* Having a sound knowledge of the Pacific region’s development context (including environmental and social issues) and the science of climate change impacts;
* Managing the complexity of GCF, AF and other climate change donors’ rules and procedures (project development, reporting and financial systems);
* Having the ability to deliver capacity-building activities on GCF, AF and other climate change project development requirements;
* Assisting in developing highly complex projects on a tight schedule with a potentially high number of partners, spanning across SPC’s member countries and territories within a range of development sectors (agriculture, fisheries, health, transport, etc.);
* Providing technical assistance on multiple topics;
* Working as a small team in a complex organisation;
* Frequency and complexity of travel in the Pacific: time, logistical and personal constraints;
* Coordinating a wide range of stakeholders towards effective project development, 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; and
* Understanding cultural, gender and other social issues within the Pacific region.

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| **Functional Relationships & Relationship Skills** |

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| Key internal and/or external contacts | Nature of the contact most typical |
| **External**Key external contacts are:* GCF, AF and other donors’ staff
* Representatives of SPC’s member Pacific Countries and Territories, 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 in the regionPartner CROP agencies | 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: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 on site with staff based in Noumea and other partners Participation in meeting and seminars |
| **Internal**Key internal contacts are:* When appropriate, SPC’s DG, DDG: Science and Capability and DDG: Integration and Operations
* All members of CCES including the CCES Director, Climate Finance Coordinator, Climate Finance Officer, CFU’s Administration Assistant, Environmental Sustainability Coordinator and others
* All SPC divisions

All SPC Corporate Services | The Adviser will work closely with internal contacts to ensure projects are identified, developed, designed and implemented within the specified timeframes. The Adviser will also provide briefing documents to all relevant internal contacts when appropriate. The Adviser shall always find the best approach between: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 on site with staff based in Noumea and other partners Participation in meeting and seminars |

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| **Level of Delegation** |

Routine Expenditure Budget: 0 €

Budget Sign off Authority without requiring approval from direct supervisor: 0 €

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| **Person 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**

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| Essential: | Desirable: |
| * Master’s degree qualification in a relevant field relating to sustainable development and climate change (environmental sciences or management, economics, finance or business administration)
 | * Project management and development certification.
* Climate change science and/or governance certifications.
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**Knowledge/Experience**

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| Essential: | Desirable: |
| * Around 7 years of practical experience in the ODA and climate change areas.
* Around 3-5 years of experience in large (over 5 million Euros) climate change project management and/or development.
* Proven experience in grants writing.
* Sound knowledge of issues related to climate change adaptation and mitigation in SIDS.
* Prior experience in managing projects in complex regional or international institutional setting with numerous partners, including design, organisation, delivery, and MEL 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 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 range of tasks to support the CCES team in achieving their goals.
* Demonstrated competence in being well organised, works effectively under minimal supervision, able to multi-task, and effectively meet deadlines on multiple, and sometimes urgent requests for support.
 | * 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 objectives, modalities, policies and requirements.
* Experience in delivering national-level technical assistance on climate change adaptation and mitigation.
* Experience in interacting with decision-makers.
* Experience in staff management.
* Financial budget preparation and reporting skills.
* Experience with stakeholder participatory and consultation approaches.
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**Key Skills/Attributes/Job Specific Competencies**

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

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| Expert level | * Fluency in written and spoken English is essential to communicate with member country 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
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| Advanced level | * Solid understanding of the development cooperation context and key stakeholders in the Pacific
* Gender equality and equity
* Social and environmental safeguards
* Demonstrated work in multicultural environments.
* Demonstrated ability to take initiative and work without supervision.
* Good communicating skills, and comfortable in the political world.
* 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
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| Working knowledge | * Staff management
* Leadership
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| Awareness | * Ability to deal with confidential information in a professional manner
* French language
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**Key Behaviours**

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

* Commitment/ Personal Accountability
* Professional/Technical Expertise
* Teamwork
* Customer Focus
* Effective Communications & Relationships
* Leadership
* Coaching and Development (for managers only)
* Strategic Perspective (for managers only)

**Personal Attributes**

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

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| **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.