



Pacific
Community
Communauté
du Pacifique

JOB DESCRIPTION

Job Title:	Climate Finance Officer
Division/Programme and Section/Project (if any):	Climate Change and Environmental Sustainability programme, Climate Finance Unit
Location:	SPC Headquarters, Noumea
Reporting to:	Climate Finance Adviser
Number of Direct Reports:	None
Purpose of Role:	<p>The Climate Finance Officer will:</p> <ul style="list-style-type: none">• Provide technical assistance in the identification, development and design of climate finance projects• Provide technical guidance, training and outreach to SPC's divisions, Designated Authorities and line ministries on GCF and AF project development• Support the management of SPC-led climate finance projects• Support CFU operations and the CCES programme
Date:	March 2023

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 member countries and territories. In pursuit of sustainable development to benefit Pacific people, our organisation works across more than 20 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health, geoscience and agriculture.

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 member countries in the development and implementation of climate change mitigation and adaptation projects and programmes. Under 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 eligible countries in accessing climate finance.

The **Climate Finance Officer** will be recruited into the CFU in SPC's headquarters in New Caledonia. He/she will be under supervision of the Climate Finance Adviser, primarily supporting the formulation of project documentation, providing reviews and quality assessment of inputs from SPC staff, other counterparts and consultants, and respond to requests on project and programme design and implementation. In addition, he/she will provide technical guidance, training and outreach to partners such as SPC divisions and Member, as required. The Climate Finance Officer will also support and oversight of SPC-led climate finance projects funded through the GCF and AF.

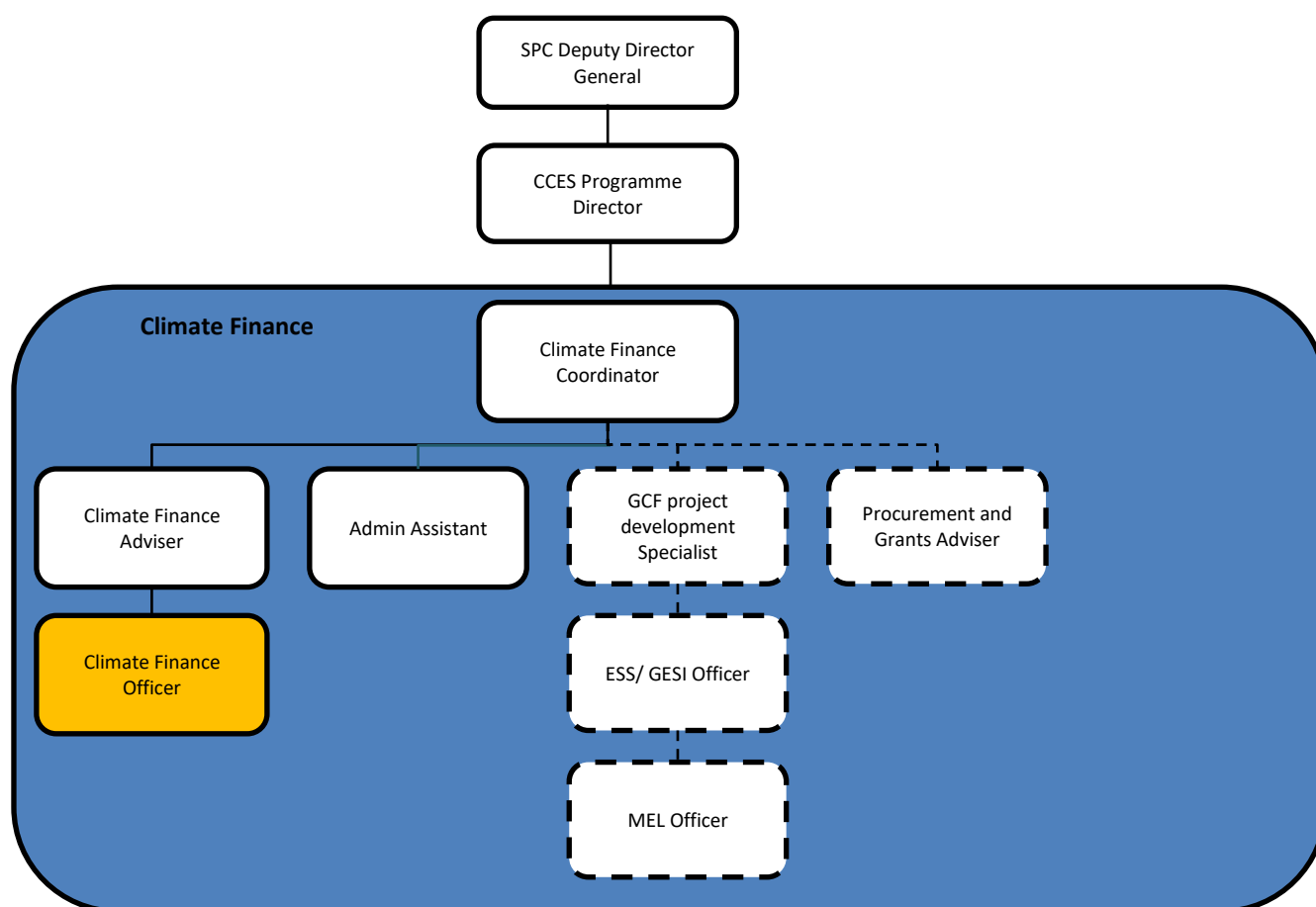


Figure 1. Organisational setting of the Climate Finance Officer within SPC's Climate Finance Unit.

Key Result Areas (KRAs):

Under the supervision of the Climate Finance Adviser and in collaboration with other members of SPC's Climate Finance Unit, the role of the Climate Finance Officer encompasses the following Key Result Areas:

- Provide technical assistance in the identification, development and design of GCF and AF projects – 40%
- Provide technical guidance, training and outreach to SPC's divisions, Designated Authorities and line ministries on GCF and AF project development – 20%

- Support the management and oversight of SPC-led projects – 25%
- Support the CFU operations and the CCES programme – 15%

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

Jobholder is accountable for	Jobholder is successful when
KRA#1: Provide technical assistance in the identification, development and design of GCF and AF projects (40%)	
<ul style="list-style-type: none"> • Support the writing and review process of GCF and AF concept notes, funding proposals and Readiness grant applications, under the direction of the Climate Finance Coordinator and in coordination with the Climate Finance Adviser and other members of CFU. • Provide technical inputs on climate rationale, theory of change, logical framework, investment criteria and other aspects of GCF and AF proposals. • Coordinate the environmental and social risk assessment of proposals (including gender and social inclusivity), in line with the SPC SER policy and in collaboration with other CFU colleagues. • Support the organisation of project development meetings, workshops, and in-country visits with relevant stakeholders, and, when appropriate, actively participate in these. • Contribute to the development of Terms of Reference (ToRs), including costing and budgeting, for external technical assistance to support the development and design of GCF and AF proposals. • Help to secure funding from the GCF Project Preparation Facility (PPF) and AF Project Formulation Grant (PFG) by drafting the relevant applications. • When deemed appropriate, participate in GCF, AF and other relevant webinars and workshops on project identification, development and design. 	<ul style="list-style-type: none"> • He/she is fully aware of the latest policies, guidelines, and requirements from the GCF and AF relevant to project identification, development and design. • Project development requests are responded to in a professional and timely manner. • Sound and efficient technical assistance is provided to relevant stakeholders, under the direction of the Climate Finance Coordinator. • Environmental and social safeguards (including gender and social inclusivity) are integrated into project design, in full coordination with CFU colleagues and SPC's Social and Environmental Responsibility team. • Project development meetings, workshops and in-country visits are successfully planned, organised and delivered. • ToRs are successfully drafted for the delivery of external technical assistance (from GCF, AF and consultants) to support project development, and, when needed, associated procurement processes are successfully conducted. • PPF and PFG applications are drafted as per GCF and AF requirements. • GCF, AF and other webinars or workshops relevant to project development are attended and information shared with SPC colleagues.
KRA#2: Provide technical guidance, training and outreach to SPC's divisions, Designated Authorities and line ministries on GCF and AF project development (20%)	
<ul style="list-style-type: none"> • Support the delivery of training, guidance and information to SPC's divisions, Designated Authority offices and line ministries regarding the GCF and AF, their policies and modalities, their requirements and project development processes at SPC. 	<ul style="list-style-type: none"> • Smooth ongoing relations and close collaboration with SPC staff and Designated Authorities involved in GCF & AF project development. • Ad hoc requests from SPC's divisions and Designated Authorities are responded to in a professional and timely manner.

<ul style="list-style-type: none"> • Provide technical guidance to relevant SPC staff, Designated Authorities and line ministries on specific issues regarding GCF and AF project identification, development and design. • Maintain and regularly update the CFU intranet page and associated documents to allow for the provision of relevant information regarding the GCF and the AF to SPC's divisions, mainly on project development requirements, ongoing regional efforts, and priorities of eligible member countries. 	<ul style="list-style-type: none"> • Trainings and meetings with SPC's divisions, Designated Authority offices and line ministries to provide technical guidance and information on the GCF and AF are successfully planned, organised and delivered. • The intranet page and associated documents are regularly updated so that SPC's divisions are able to easily access up-to-date information on GCF and AF's requirements, ongoing regional efforts and countries priorities. • Technical guidance is provided to relevant SPC staff, Designated Authority offices and line ministries involved in GCF and AF proposal development on how to develop project documentation and on how to address GCF and AF investment criteria.
KRA#3: Support the management and oversight of SPC-led projects (25%)	
<ul style="list-style-type: none"> • Support the Climate Finance Coordinator and other CFU colleagues in coordinating the implementation of SPC-led projects including: preparation of ToRs, 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. • 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. 	<ul style="list-style-type: none"> • Support is provided to the Climate Finance Coordinator to coordinate the implementation of CFU-led projects in collaboration with the Climate Finance Advisor. • Ad hoc requests from the Climate Finance Coordinator are responded to in a professional and timely manner.
KRA#4: Support the CFU operations and the CCES programme (15%)	
<ul style="list-style-type: none"> • Contribute to the management of knowledge and monitor updates on GCF and AF policies and procedures, as well as regional efforts, including through an internal information sharing system. • Support the Climate Finance Coordinator in oversight of the CFU administrative assistant in preparing purchase orders and process invoices related to CFU's activities, monitoring CFU budget and expenditures. • Support the organisation of and participate in SPC Climate Finance Prioritisation Committee. 	<ul style="list-style-type: none"> • Information on GCF and AF's policies, rules, and modalities on project development and design is regularly updated and efficiently made accessible to the CFU. • Invoices and purchase ordered are processed efficiently, in line with SPC procedures and CCES budgeting. • SPC Climate Finance Prioritisation Committee meetings are well-planned, organised and delivered as expected. • Annual donor and SPC corporate MEL requirements are met, including results reporting on progress made, results

<ul style="list-style-type: none"> • Collaborate with CFU colleagues on MEL activities, including requests from Strategy Performance and Learning (SPL) office. • Provide support to CFU staff on CFU procurement processes. • Provide oversight of the administrative assistant in organising travels, missions and events of the CFU, including flights, per diem, planning, meetings, in-country logistics and possible reimbursements. • Support re-accreditation and accreditation upgrade processes to the GCF and AF with the development and provision of associated documents. • When deemed appropriate by the CCES director and the Climate Finance Coordinator, participate in GCF and AF global programming or regional events. 	<p>achieved, difficulties encountered, and lessons learned.</p> <ul style="list-style-type: none"> • The procurement plan of the CFU is drafted and regularly updated, and CFU's procurement activities are successfully conducted. • Travels, in-country missions, and events of the CFU are organised smoothly and effectively. • Adequate support is provided to the GCF and AF re-accreditation upgrade processes. • Active participation in GCF and AF global programming or regional events as deemed appropriate.
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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):

<ul style="list-style-type: none"> • Becoming familiar with international climate governance context, including financial aspects. • Developing a sound knowledge of the Pacific region development context (including environmental and social issues) and the science of climate change impacts. • Developing a sound understanding of the complexity of climate finance rules and procedures (project development, reporting and financial systems). • Providing support to the development of highly complex projects on a tight schedule with a potentially high number of partners spanning multiple countries and sectors. • Participating in the provision of high-quality briefing and donors reports. • Managing a diverse range of tasks and often urgent requests, mainly technical but also administrative and financial.
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Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
<p>External</p> <p>Key external contacts are:</p> <ul style="list-style-type: none"> • GCF and AF Staff. • Technical staff from Designated Authorities and relevant line ministries. • Staff from project partners including the private sector, civil society, regional organisations (e.g. CROP agencies), donors and other development partners. 	<p>The Project Officer will work closely with external contacts towards the performance requirements of the KRAs above. This will involve inter alia exchange of information, technical assistance and collaboration, briefing and minutes, enquiries and seeking advice. He/She shall always find the best approach between:</p> <ul style="list-style-type: none"> • Emails: requests / sending in forms – daily collaboration

	<ul style="list-style-type: none"> • Telephone / Video-conferencing: when no written record is needed and it is more efficient than email • Direct exchanges on site with staff and other partners. • Participation in meeting and seminars
Internal Key internal contacts are: <ul style="list-style-type: none"> • Climate Finance Coordinator, members of SPC's CFU and CCES director. • Other CCES staff, and in particular, the Environmental Sustainability Coordinator. • OMD staff and in particular finance, travel and procurement services. • Other SPC divisions' staff involved in GCF and/or AF project development. 	The Project Officer will collaborate and work closely with internal contacts towards the performance requirements of the KRAs above. This will involve inter alia exchange of information, technical assistance and collaboration, briefing and minutes, enquiries and seeking advice. He/She shall always find the best approach between: <ul style="list-style-type: none"> • Emails: requests / sending in forms – daily collaboration • Telephone / Video-conferencing: when no written record is needed and it is more efficient than email • Direct exchanges on site with staff and other partners. • Participation in meeting and seminars

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"> • Masters degree in a relevant field relating to climate change, sustainable development, development assistance etc. 	<ul style="list-style-type: none"> • Project Management and/or Development certification

Knowledge/Experience

Essential:	Desirable:
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<ul style="list-style-type: none"> • At least 3 years of experience in project development and/or project management in field of climate change and/or sustainable development. • Excellent English communication skills (oral and written). • Excellent interpersonal skills and ability to work in multicultural environment. • A proactive and positive team player able to work effectively, 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. 	<ul style="list-style-type: none"> • Knowledge of the GCF, AF and associated project development requirements. • Work experience in the Pacific Islands region especially within regional organisations. • Sound knowledge of climate change adaptation and mitigation issues in the Pacific and beyond.
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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 country government, the GCF, the AF and other development partners. • Aptitude for the provision of high-quality service. • Motivation and ability to work on multiple tasks. • High level of interpersonal skills and cultural sensitivity. • Habit of working in a team. • Ability to learn fast, especially regarding SPC, GCF and AF policies, requirements and processes.
Advanced level	<ul style="list-style-type: none"> • Skills for project development and management (including writing skills). • Understanding of the development cooperation context and key stakeholders in the Pacific. • Understanding of climate change adaptation and mitigation issues. • Demonstrated ability to work in multicultural environments. • Demonstrated ability to take initiative. • Ability to work as part of a small team, with a high level of interpersonal 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"> • Ability to work effectively and diplomatically with different actors, internal and external stakeholders.

	<ul style="list-style-type: none"> • Good communication skills. • Gender equality and equity issues. • Social and environmental safeguards.
Awareness	<ul style="list-style-type: none"> • SPC Regulations and Policies • 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.