

JOB DESCRIPTION TECHNICAL COORDINATOR

A Technical Coordinator (TC) will be recruited by the Executing Agency (EA) to oversee project implementation, under the supervision of Environmental Management Authority (EMA). He/she will be responsible for the overall management of all aspects of the project and will provide technical assistance to the national technical expert groups.

The candidate should be highly motivated, enthusiastic, and capable of working independently. He/she should have a strong scientific/technical and policy background. The TC should have experience in the preparation of National Communications on Climate Change and/or in other climate change enabling activities such as Biennial Update Reports and be familiar with the reporting requirements under the Enhanced Transparency Framework (ETF) of the Paris Agreement. The ability to work with a wide variety of people from government ministries, statutory bodies, non-governmental organizations, private sector and research institutions is essential.

Duties:

The Technical Coordinator in consultation with the Biennial Transparency Report (BTR) 1 and BTR2/National Communication 4 Enabling Activity steering committee will be responsible for the day-to-day management, coordination and supervision of the implementation of the project, as well as contribute to the technical work of the project. The incumbent's technical support will focus on BTR2/NC4, as the technical work under BTR1 has been completed.

The roles and duties of the Technical Coordinator in a technical capacity will include, among others:

- Under Component 1, provide support in the coordination of the GHG emissions inventory process.
- Under Component 1, lead QA/QC and uncertainty management activities, following IPCC technical guidelines, in the preparation of the GHG inventory, and oversee the compilation of an inventory improvement plan that builds on recommendations from the international review process.
- Under Component 1, facilitate and coordinate training for policymakers on the use of the GHG database and IPCC 2006 guidelines.
- Under Component 2, ensure consistency between the NDC tracking chapter and information that is included in the inventories chapter.
- Under Component 2, compile information on the national circumstances and institutional arrangements related to NDC tracking. Communicate analytical findings to policy makers in order to support the NDC update process.
- Under Component 2, undertake a technical review of the GHG projections of emissions and removals, and compile all data in the common tabular format.
- Under Component 3, compile information on national circumstances and institutional arrangements related to climate change adaptation. Ensure consistency between findings in the NDC tracking chapter and the adaptation chapter.
- Under Component 3, support capacity building for climate scenarios, modelling, projections, and data analysis by providing inputs to training

materials.

- Under Component 4, clarify and document data provision arrangements for support needed and received, and input all necessary information into the common tabular format.
- undertake technical reviews of deliverables to ensure that deliverables under the TEGs are satisfactory
- Under Component 5, compile the BTR2/NC4, including the executive summaries, and conduct a technical edit of all chapters. Coordinate responses to all comments raised during the validation process.

The roles and duties of the Technical Coordinator in a managerial capacity will include, among others:

- Coordinate all project activities with heads of technical expert groups, and a range of institutions and agencies, including UNEP, IPCC, UNFCCC secretariat, GEF, EMA and other national institutions to ensure smooth and appropriate execution of project activities.
- Prepare a detailed project workplan and terms of reference for the project consultants.
- Liaise with the relevant ministries, national and international research institutes, NGOs, and other relevant institutions to involve their staff in the project activities, and to gather and disseminate information relevant to the project.
- Along with the steering committee, identify national and international consultants to work on the project.
- Promote and establish links with related national and regional projects, and other international programmes.
- Prepare periodic progress reports on project implementation and ensure that all national project outputs are sent to UNEP.
- Manage the project expenditure according to the project budget.
- Identify training needs of the contracted national consultants and other project stakeholders and identify appropriate courses and training for national capacity building.
- Organize and facilitate national workshops and training according to the project workplan. Attending, whenever possible, the relevant regional and international workshops, trainings, and conferences.
- Ensure the publication and dissemination of the reports identified as project outputs.
- Coordinate negotiations on co-operation with Government and financing institutions in order to identify and mobilize sources for the follow-up activities.

Qualifications:

- BSc and MSc in environmental science or other related field; project management training and experience would be an asset.
- Relevant experience in the field of climate change
- Familiarity with national communications, and with international negotiations and processes under the UNFCCC and Paris Agreement
- Substantial experience in government and in interdepartmental procedures

- Familiarity with computers and word processing
- Good command of national and UN and UN official language

Duty Station: The project office will be housed at the offices of the EMA.