



Post Title:	Project Associate (Technical)
Project:	Enhancing Adaptive Capacity of Communities to Climate Change-related Floods in the North Coast and Islands Region of PNG
Duty Station:	Office of Climate Change and Development, Port Moresby
Duration:	1 year (with possibility for extension)
Type of Contract:	Service Contract
Starting Date:	October 2014 (Tentative)

Project Background:

The Government of Papua New Guinea (GoPNG) through the Office of Climate Change and Development (OCCD) in collaboration with the United Nations Development Programme (UNDP) in PNG is implementing the Adaptation Fund funded project on “*Enhancing Adaptive Capacity of Communities to Climate Change-related Floods in the North Coast and Islands Region of PNG*” for four years. The overall objective of this Project is to enhance the adaptive capacity of vulnerable communities to make informed decisions about and adapt to climate change-driven hazards affecting both coastal and riverine villages. In particular, the project will build resilience towards occurrences of coastal and inland flooding events. The strategy to achieve this objective will focus on implementing measures at the community level to cope with the floods and to build institutional as well as policy capacity that promote efficient and cost-effective adaptation to coastal and inland flood-related risks at the sub-national levels. The community level interventions address specific vulnerability characteristics of two distinct geographic areas which are: i) selected coastal and island communities of the Northern and Island Coastal Provinces; ii) selected river communities in Northern Coastal Provinces exposed to inland flooding. The key impact indicator associated with this objective will be the reduced vulnerability of communities to coastal and inland flooding as well as improved government’s institutional and human capacity to address climate change impacts.

Duties and Responsibilities:

Under the direct supervision of the Project Manager, the Project Associate (Technical) is expected to:

- Provide technical and operational support for project implementation in accordance with relevant UNDP Programme and Operations Policies, Procedures and Guidelines;
- Collect, analysis and prepare relevant background information including policies, plans, strategies, reports and technical papers;
- Assist in the timely preparation of quality reports including progress reports on a regular basis to the other responsible parties, OCCD and UNDP;
- Contribute to the timely design of annual work plans and budgets for project including those from the pilot provinces and other responsible parties for implementation of activities;
- Assist project manager coordinate field monitoring visits and evaluation missions;
- Support preparation of procurement plans and quarterly FACE forms including review of financial reports from project sites;
- Facilitate knowledge sharing sessions and contribute to documentation of knowledge management products.

Qualifications and Experience:

- University Degree in Science, Environmental Science, Social Science preferably with specialization in climate change;
- Minimum of 3 years of progressively responsible project and administrative experience is required;
- Familiar with development issues at the global, regional and national level including knowledge of other donors;
- Demonstrated experience working with government, civil society organisations and knowledge of intergovernmental procedures is advantage;
- Demonstrated experience in leading and organizing stakeholder consultations in complex environments;
- Demonstrated ability to work with minimum supervision in a team environment involving different cultures;
- Proven research and analytical knowledge and skills including report writing;
- Experience in the usage of computers and office software packages (MS Word, Excel, PowerPoint, Publisher etc);
- Advanced knowledge of spreadsheet and database packages, experience in handling of web based management systems;

Deadline for submission of applications: 15 September 2014

Please submit your application consisting of cover letter, updated CV and UN's Personal History Form (P11) by post to: The Resident Representative, UNDP, P.O. Box 1041, Port Moresby or preferably by email: registry.pg@undp.org or per fax: 321 1224. Attention: Environment Unit.

Please note that telephone inquiries cannot be entertained. Incomplete applications or applications submitted after the deadline cannot be considered. Only short-listed candidates will be contacted.