



GOVERNMENT OF TONGA  
**MINISTRY OF METEOROLOGY, ENERGY, INFORMATION, DISASTER MANAGEMENT,  
ENVIRONMENT, CLIMATE CHANGE AND COMMUNICATIONS**

**Project Management Unit**

for the Tonga- Green Climate Fund NDA Strengthening and Country Programming Phase 2 Project.

## Advertisement & Job Description

Applications are hereby invited to apply for the posts of a **National Project Coordinator, Senior Climate Change Policy and Planning Officer, Senior Climate Change Technical Officer, Senior Climate Change Communication Officer, Senior Climate Change Finance Officer, Senior Climate Change Economist, Climate Change Policy and Planning Officer, Climate Change Communication Officer, Climate Change Technical Officer and a Project Development Officer** for the Green Climate Fund- NDA Strengthening and Country Programming Phase 2 Project under the Ministry of Meteorology, Energy, Information, Disaster Management, Environment, Climate Change and Communications.

For government employees, endorsement of respective Head of Departments is required. All applications must be addressed to the CEO of Meteorology, Energy, Information, Disaster Management, Environment, Climate Change and Communications, P.O. Box 1380, Taufa'ahau Road, Nukualofa, Tonga and labeled "**Project Management Unit for the GCF Readiness Project Phase 2**" and to reach his office no later than **4.30pm, Monday, 23 March, 2020**.

Applicants are required to forward their applications with their "*Curriculum Vitae*" together with relevant documents such as **certificates, transcripts, and testimonials**.

[For queries contact: Ms Lu'isa Tu'i'afitu-Malolo on ph: 26514 or e-mail to [ltuiafitumalolo@gmail.com](mailto:ltuiafitumalolo@gmail.com).

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The Tonga Green Climate Fund National Designated Authority (NDA) Strengthening and Country Programming Phase 2 Project is funded under the Green Climate Fund (GCF). This Fund was established as a financial mechanism of the United Nations Framework Convention on Climate Change (UNFCCC) to support climate actions in developing countries. These countries are extremely vulnerable to climate change and its adverse impacts because of their geographic and socio-economic status. These countries need considerable financing resources to facilitate adequate adaptation to climate change impacts.

The above-mentioned project is the second phase of its First GCF Readiness and Preparatory Support Program which was completed in February, 2020. Tonga has successfully completed these major deliverables in GCF Readiness Phase 1, including the development of the GCF Country Programme, NDA No-Objection Procedure, and the establishment of the national entities for accreditation under the GCF. These entities are currently working towards fulfillment of GCF accreditation requirements. There were few key challenges encountered during the implementation of GCF Readiness 1 Project which hindered the country from effectively accessing GCF resources. These include a) limited technical capacity of NDA for assessing potential GCF projects; b) prioritization of the national pipeline projects under the Tonga Country Programme; c) poor gender-responsive approach considered in climate finance programming d) unequal representation of all vulnerable groups and e) the need for private sector engagement in developing the sector concept notes and proposals.

The Project is aimed at delivering medium and long-term programmatic capacity building targeting the NDA and supporting staff within the Department of Climate Change (DCC) towards strengthened institutional capacity and coordination mechanisms to govern and coordinate climate action and finance in Tonga.

The priority areas of the Tonga-GCF NDA Strengthening and Country Programming Phase 2 Project include the following expected outcomes which are in line with the recommended actions of the GCF Readiness Programme.

- i. Country capacity for engagement with GCF
- ii. Country programming process
- iii. Direct access to climate finance
- iv. Climate finance accessed.

A Project Management Unit (PMU) will be established and based at the Department of Climate Change, MEIDECC. This unit will be responsible for the overall management of the project.

The PMU is consisting of 10 officers including a National Project Coordinator, Senior Climate Change Policy and Planning Officer, Senior Climate Change Technical Officer, Senior Climate Change Communication Officer, Senior Climate Change Finance Officer, Senior Climate Change Economist, Climate Change Policy and Planning Officer, Climate Change Communication Officer, Climate Change Technical Officer and a Project Development Officer

## **Post 1: National Project Coordinator (NPC)**

### **I. Scope of Work**

The National Project Officer (NPC) will manage the program on a day-to-day basis and is accountable to the executing agency for the planning, management, quality control, timeliness and effectiveness of the activities carried out, as well as the management of funds. This officer will also ensure the regular monitoring, evaluation and reporting of activities implemented under the program.

The NPO will be located at the Department of Climate Change (DCC), Ministry of Meteorology, Energy, Information, Disaster Management, Environment, Climate Change and Communications (MEIDECC). He/she will report directly to the Director of Climate Change via the Head of the Climate Finance Division. He/she will also work closely with the GCF focal point and the JNAP Technical Team.

### **II. Duties and Responsibilities**

The National Project Coordinator (NPC) will carry out the following duties:

- Prepare a detailed work plan and budget for the GCF readiness project phase 2;
- Oversee the overall implementation of activities under the program;
- Ensure effective communication and adequate information flow with the relevant authorities, institutions and government ministries and departments, NGOs and private sectors in close collaboration with the Director of Climate Change, Head of the Climate Finance Division at Department of Climate Change, GCF focal point and the JNAP Technical Team;
- Maintain and establish additional links with other related national, regional and international climate change programs;
- Conduct trainings and workshops to strengthen knowledge and capacities of the NDA and his climate change supporting team to fulfill their roles and responsibilities.
- Use the existing Climate Change mechanism to strengthen capacity of NDA to better coordinate with relevant stakeholders (government, NGOs, CSO and private sectors) to facilitate effective consultation and communication on GCF related opportunities.
- Enforcement of the No objection procedure to ensure consistency of financing through GCF with national climate change priorities in consultation with Department of Climate Change, JNAP Technical Team, GCF focal point and national stakeholders.
- Lead the implementation of the GCF Country Programme
- Synergise GCF readiness project activities with existing climate change and related programs and projects
- Strengthen Capacity of NDA and Department of Climate Change to monitor, report, evaluate and maintain an overview of activities of the Fund and other relevant funding mechanisms and in country working institutions.
- Support applications of national entities (Ministry of Finance and Tonga Development Bank) in Tonga towards meeting the accreditation requirements and standards of GCF
- Lead the consultations with relevant stakeholders (government, non-government organisations, CSO and private sectors), on project concept notes development.
- Utilize Stocktake Reports to identify updated national climate change priorities to be supported by GCF and its investment framework, in consultation with Department of Climate Change, GCF focal point and the JNAP Technical Team. This will build on the existing programs of other development partners and

to ensure that this support aligns with priorities identified in the Tonga Climate Change Policy 2016, Joint National Action Plan on Climate Change Adaptation and Disaster Risk Management, Tonga Strategic Development Framework (2015-2025), Tonga- Nationally Determined Contributions, and other climate related documents;

- Lead the dialogue to discuss and update current and future projects for funding by GCF and enhance partnership between NDA, Accredited entities, and GCF Secretariat;
- Conduct the annual review of the GCF Country Programme ;
- Prepare and distribute Annual Review Report of the GCF Programme to relevant stakeholders in both English and Tongan.
- Prepare quarterly narrative and financial reports and submit to Director of Climate Change and GCF Secretariat via Head of Climate Finance Division;
- Guide the work of consultants and experts and oversee compliance with agreed work plan and timely completion of tasks;
- Coordinate the procurement of services and goods under the program;
- Assume overall responsibility for the proper handling of logistics related to all project workshops and events;
- Manage the Project finance and oversee the overall resource allocation and where relevant submit proposals for budget revisions for the approval of GCF Secretariat;
- Undertake any other responsibilities related to the project as requested by MEIDECC and GCF Secretariat.
- Serve as secretary to the National Climate Change Coordination committee.

### **III. Qualifications and Skills**

- University degree- Master degree with minimum of 3 years or Bachelor degree with minimum of 5 years of technical and management experience at senior level and particularly in fields of climate change or related fields
- She/He must have good experience working with donors and development partners on climate change and related issues
- She/He must have good experience with developing project concepts and proposals.
- Work Experience in a similar role would be an advantage
- Experience in the Pacific region or small island states would be a necessity
- Good knowledge and experience with the climate change convention (UNFCCC), the Paris Agreement, Climate Change Technical Reports, Tonga Joint National Action Plan on Climate Change and Disaster Risk Management, Climate Change Policy, Tonga- Nationally Determined Contributions and GCF Country Programme.
- Demonstrated ability in managing projects, and in liaising and cooperating with all project stakeholders including government officials, scientific institutions, NGOs and private sectors;
- Familiarity with international organizations operations and structure;
- Good experience with Government and in interdepartmental procedures
- Familiarity with international negotiations and processes under the UNFCCC
- Fluent written and oral communication in Tongan and English
- Strong communications and interpersonal skills
- Excellent computer knowledge (MS Office, Internet)
- Tonga citizenship

**Salary:** Salary Range is T\$30,240-T\$45,360, in accordance with Tonga Government Civil Service Salary scale/Band I.

**Duration:** 24 months

### **Post 2: SENIOR CLIMATE CHANGE TECHNICAL OFFICER (SCCTO)**

#### **I. Scope of Work**

The Senior Climate Change Technical Officer will be responsible for coordinating of all technical

activities of the project, in close collaboration with the National Project Coordinator (NPC), Department of Climate Change and JNAP Technical Team.

The SCCTO will report directly to the NPC. He/she will be located at the Department of Climate Change, MEIDECC.

## **II. Duties and Responsibilities**

The SCCTO will carry out the following duties:

- Coordinate technical trainings and workshops to strengthen knowledge and capacities of the NDA and his climate change support team to fulfil their roles and responsibilities;
- Prepare technical trainings and workshop reports and submit to NPC;
- Conduct meeting with stakeholders to finalise climate change mitigation and adaptation priorities for development of draft project concept notes for GCF;
- Assist the NPC with the implementation of the country programmes in consultation with Department of Climate Change, JNAP Technical Team and relevant stakeholders;
- Assist the NPC in conducting the annual participatory review of the GCF Country Programme;
- Assist with the conducting of GCF awareness programmes and also the development of GCF awareness materials;
- Assist the NPC to conduct dialogue, discuss and update current and future projects funded by GCF and enhance partnership between NDA, Accredited entity, and GCF Secretariat;
- Lead in providing /facilitation of all scientific and technical information and data to support the work of consultants and experts involved in the project;
- Assume any other duties as determined by the NPC.

## **III. Qualifications and Skills**

- University Degree- Bachelor Degree in Science, environmental science, climate change or related field with three years of working experience in the area of climate change and/or related fields;
- Good knowledge of Tonga National Communication, Tonga-Nationally Determined Contributions, Greenhouse Gas inventory, vulnerability and adaptation as well as mitigation issues;
- Good knowledge and UNFCCC, Kyoto Protocol, Paris Agreement and the Green Climate Fund;
- Experience in Government and in interdepartmental processes and procedures;
- Fluency in both English and Tonga and proficiency in written and oral communication;
- Computer literate;
- Team work, strong time-management, organizational and inter-personal skills;
- Excellent skills for presenting technical and scientific reports in meetings, trainings and workshops;
- Tonga citizenship.

**Salary:** Salary Range is TOP\$23,520 – TOP\$35,280, in accordance with Tonga Government Civil Service Salary scale/Band K.

**Duration:** 24 months

## **Post 3: SENIOR CLIMATE CHANGE COMMUNICATION OFFICER (SCCCO)**

### **I. Scope of Work**

The Climate Change Communication Officer will be responsible for coordination and conducting of all awareness programmes of the project and dissemination of information and data of the project to national stakeholders, in close collaboration with the NPC, Department of Climate Change and JNAP Technical Team.

The SCCC will report directly to the NPC. He/she will be located at the Department of Climate Change, MEIDECC.

### **II. Duties and responsibilities**

The CCCO will carry out the following duties;

- Conduct awareness programmes on radio and television about the project;
- Conduct awareness programmes of the project with national stakeholders;
- Draft Press Release for trainings and workshops conducted under the project;
- Assist the Communication and Knowledge Management Division at Department of Climate Change with implementing of its communication plan;
- Develop awareness materials (brochures, posters, newsletters), short video and documentary about the project (both in English and Tongan) and distribute to national stakeholders;
- Develop quarterly newsletter about the project and distribute to national stakeholders;
- Assist NPC with organising and conducting dialogue to discuss and update current and future projects funded by GCF;
- Document good practices and lesson learnt from the program and share with national stakeholders;
- Assist the Communication and Knowledge Management Division at Department of Climate Change with regularly updating of the climate change portal and database with relevant data and information from the project;
- Assume any other duties as determined by the NPC.

### **III. Qualifications and Skills**

- University Degree- Bachelor Degree in Education, English, Journalism, environmental science, climate change or related field with three years of working experience in the area of climate change and/or related fields;
- Demonstrated understanding of climate change and related issues;
- Experience in an international working environment, including project and programme implementation;
- Experience in organizing and facilitating trainings, workshops and meetings, logistics (procedures), as well as preparation of documentation before and after trainings, workshops & meetings;
- Experience in Government and in interdepartmental processes and procedures;
- Fluency in both English and Tonga and proficiency in written and oral communication;
- Computer literate;
- Team work, strong time-management, organizational and inter-personal skills;
- Tonga citizenship.

**Salary:** Salary Range is TOP\$23,520 – TOP\$35,280, in accordance with Tonga Government Civil Service Salary scale/Band K.

**Duration:** 24 months

### **Post 4 : SENIOR CLIMATE CHANGE POLICY AND PLANNING OFFICER (CCPPO)**

#### **I. Scope of Work**

The Senior Climate Change Policy and Planning Officer will be responsible for providing specific legal/policy and advisory support to the NPC, GCF focal point, Director of Climate Change, Head of the Climate Finance Division and JNAP Technical Team to ensure effective implementation of the GCF readiness project and the GCF no-objection procedures.

He/she will be also ensuring the alignment of the national priorities in the GCF Programme to the existing climate change documentations- the Tonga Climate Change Policy, Tonga Joint National Action Plan and Disaster Risk Management and Tonga- Nationally Determined Contributions.

The SCCPPO will report directly to the NPC. He/she will be will be located at the Department of Climate Change, MEIDECC.

#### **II. Duties and Responsibilities**

The SCCPPO will carry out the following duties;

- Provide legal/policy advise to GCF focal point, Director of Climate Change, NPC and JNAP Technical Team for effective implementation of the GCF project;
- Align the national climate change priorities under the GCF Programme to Tonga Climate Change Policy, Tonga JNAP on climate change and disaster risk management and the Tonga-Nationally Determined Contributions.
- Prepare the Contracts and Terms of Reference for consultants and experts who will be engaged under

- the program and ensure their timely hiring;
- Review prioritized GCF project pipelines in the GCF Country Programme
- Assist the NPC with the enforcement of the NDA No objection procedure to ensure consistency of financing through GCF with national climate change priorities;
- Assist the NPC with implementing of the country programmes in consultation with Department of Climate Change, JNAP Technical Team and relevant stakeholders using the initial guidelines prepared by GCF secretariat;
- Assist the NPC in conducting training with national stakeholders;
- Assist the NPC in conducting the annual participatory review of the GCF Country Programme;
- Assume any other duties as determined by the Director of Climate Change, NPC & GCF Secretariat.

### III. Qualifications and Skills

- University Degree- Bachelor Degree in Law, English, Environmental Science/management or related fields with three years of working experience in the area of climate change and/or related fields;
- Good knowledge of the UNFCCC, Kyoto Protocol, Paris Agreement and the Green Climate Fund;
- Good knowledge of the Tonga Climate Change Policy, Joint National Action Plan on Climate Change and Disaster Risk Management, Tonga-Nationally Determined Contributions and National Communications on Climate Change.
- Demonstrated ability to provide accurate policy advice;
- Demonstrated ability to manage and build a good working relationships with project staff and relevant stakeholders of the GCF program;
- Experience in Government and in interdepartmental processes and procedures;
- Fluency in both English and Tonga and proficiency in written and oral communication;
- Computer literate;
- Team work, strong time-management, organizational and inter-personal skills;
- Tonga citizenship.

**Salary:** Salary Range is TOP\$23,520 – TOP\$35,280, in accordance with Tonga Government Civil Service Salary scale/Band K.

**Duration:** 24 months

### **Post 5: SENIOR CLIMATE CHANGE FINANCE OFFICER (SCCFO)**

#### **I. Scope of Work**

The Senior Climate Change Finance Officer (SCCFO) will provide secretarial and administrative tasks, documentation, financial assistance and reporting.

The SCCFO will report directly to the NPC. He/she will be will be located at the Department of Climate Change, MEIDECC.

#### **II. Duties and Responsibilities**

The SCCFO will carry out the following duties;

- Assist the NPC with preparation and organisation of meetings, trainings and workshops, as well as other events under the GCF program;
- Prepare minutes of all meetings;
- Assist the other officers of the program in preparing reports for all trainings and workshops;
- Carry out monthly financial reconciliation with Ministry of Finance;
- Prepare financial reports (monthly and quarterly reports) and submit to SCCPO;
- Regularly update the asset registry of the GCF readiness project;
- Organise and manage a comprehensive and robust hard copy and e-copy archive filing system for the project;
- Assist in the preparation of climate change information for communication (climate change portal and database, newsletters and other communication materials) as required;

- Assist with communication to and from of climate change target groups, committees under the GCF program;
- Assume any other duties as determined by the Director of Climate Change, NPC & GCF Secretariat.

### III. Qualifications and Skills

- University Degree- Bachelor Degree in Accounting, Finance, Administration/Management or related fields with three years experience in demonstrated administrative functions;
- Ability to operate standard office equipment and familiarity with principles of accounting and office practice as essential;
- Demonstrated ability to manage and build good working relationships with project staff and relevant stakeholders of the GCF program;
- Experience in Government and in interdepartmental processes and procedures;
- Fluency in both English and Tonga and proficiency in written and oral communication;
- Computer literate;
- Team work, strong time-management, organizational and inter-personal skills;
- Tonga citizenship.

**Salary:** Salary Range is TOP\$23,520 – TOP\$35,280, in accordance with Tonga Government Civil Service Salary scale/Band K.

**Duration:** 24 months

## **Post 6: SENIOR CLIMATE CHANGE ECONOMIST (SCCE)**

### III. Scope of Work

Under the supervision of the Head of the Resilience and Finance Development Unit (RFDU) at the Ministry of Finance and National Planning, the Senior Climate Change Economist (SCCE) will be required to assist the Head of the RFDU and Deputy CEO for Aid Management Division in the completion of the accreditation application and gap assessment towards meeting the GCF requirements and standards.

He/she will be located at the RFDU at the Ministry of Finance and National Planning.

### IV. Duties and Responsibilities

The SCCE will carry out the following duties;

- Assist the NPC with preparation and organisation of meetings, trainings and workshops on accreditation as well as other events under the GCF project;
- Assist the international and national accreditation specialists to conduct trainings on Gap Assessment for Ministry of Finance and National Planning;
- Develop training materials on accreditation and provide to participants;
- Assist the accreditation specialists to conduct the assessment on GCF fiduciary standards, Environment and Social Safeguards and Gender Policy;
- Collect and document relevant information for uploading into the online accreditation system (OAS)
- Provide weekly and monthly report on accreditation status to Head of RFDU, Director of Climate Change & NPC
- Assist in addressing review comments received from GCF Secretariat regarding the online accreditation submission;
- Assume any other duties as determined by the Head of RFDU, Director of Climate Change, NPC & GCF Secretariat.

### III. Qualifications and Skills

- University Degree- Bachelor Degree in Accounting, Finance, Administration/Management or related fields with three years experience in demonstrated administrative functions;
- Ability to operate standard office equipment and familiarity with principles of accounting and office practice as essential;
- Demonstrated ability to manage and build a good working relationships with project staff and relevant stakeholders of the GCF program;

- Experience in Government and in interdepartmental processes and procedures;
- Fluency in both English and Tonga and proficiency in written and oral communication;
- Computer literate;
- Team work, strong time-management, organizational and inter-personal skills;
- Tonga citizenship.

**Salary:** Salary Range is TOP\$23,520 – TOP\$35,280, in accordance with Tonga Government Civil Service Salary scale/Band K.

**Duration:** 24 months

## **Post 7: CLIMATE CHANGE TECHNICAL OFFICER (CCTO)**

### **I. Scope of Work**

The Climate Change Technical Officer will be required to assist the Senior Climate Change Technical Officer of the GCF project and the Climate Change Mitigation and Reports Division at Department of Climate Change with the coordination and implementation of Tonga GCF Country Programme and Nationally Determined Contributions under the Paris Agreement.

She /he will be responsible for the provision of technical and scientific support to GCF project and Climate Change Mitigation and Reports Division at Department of Climate Change, consultants and stakeholders involved in GCF and climate change processes.

The SCCTO will report directly to the NPC. He/she will be located at the Department of Climate Change, MEIDECC.

### **II. Duties and Responsibilities**

The CCTO will carry out the following duties:

- Assist the Senior Climate Change Technical Officer to coordinate trainings and workshops on NDA strengthening
- Assist the Senior Climate Change Technical Officer and Climate Change Mitigation and Reports Division to conduct technical training on GCF project and greenhouse gas inventory (GHGI) and Nationally Determined Contributions under the Paris Agreement;
- Assist the Head of Climate Change Mitigation and Reports Division with revision of the National Determined Contributions (NDCs) to fulfil obligations under the Paris Agreement
- Assist Senior Climate Change Technical Officer and Climate Change Mitigation and Reports Division with providing of technical data and information to support work of consultants and experts engaged by the GCF projects, NDCs and GHGI.
- Monitor and provide updates of data and information relating to greenhouse gas inventory and NDCs
- Assume any other duties as determined by the NPC.

### **III. Qualifications and Skills**

- University Degree- Bachelor Degree in Science, environmental science, climate change or related field with some working experience in the area of climate change and/or related fields;
- Good knowledge of Tonga National Communication, Tonga-Nationally Determined Contributions, Greenhouse Gas inventory, vulnerability and adaptation as well as mitigation issues;
- Good knowledge and UNFCCC, Kyoto Protocol, Paris Agreement and the Green Climate Fund;
- Experience in Government and in interdepartmental processes and procedures;
- Fluency in both English and Tonga and proficiency in written and oral communication;
- Computer literate;
- Team work, strong time-management, organizational and inter-personal skills;
- Excellent skills for presenting technical and scientific reports in meetings, trainings and workshops;
- Tonga citizenship.

**Salary:** Salary Range is TOP\$19,490 – TOP\$29,230, in accordance with Tonga Government Civil



Service Salary scale/Band L.

**Duration:** 24 months

**Post 8: CLIMATE CHANGE COMMUNICATION OFFICER (CCCO)**

**III. Scope of Work**

The CCCO will be required to assist the Senior Climate Change Communication Officer with coordinating and conducting of all awareness programs of the GCF Project. He/she will be also responsible for disseminating of all information and data of the project to national stakeholders.

This communication officer will report directly to the NPC. He/she will be located at the Department of Climate Change, MEIDECC.

**IV. Duties and responsibilities**

The CCCO will carry out the following duties;

- Assist SCCCCO to conduct awareness programmes on radio and television about the project;
- Assist the SCCCCO to conduct awareness programmes of the project with national stakeholders;
- Prepare Press Release for trainings and workshops conducted under the project;
- Assist the Communication and Knowledge Management Division at Department of Climate Change with implementing of its communication plan;
- Assist the SCCCCO with developing of awareness materials (brochures, posters, newsletters), short video and documentary about the project (both in English and Tongan) and distribute to national stakeholders;
- Develop quarterly newsletter about the project and distribute to national stakeholders;
- Assist NPC with organising and conducting dialogue to discuss and update current and future projects funded by GCF;
- Document good practices and lesson learnt from the program and share with national stakeholders;
- Assist the Communication and Knowledge Management Division at Department of Climate Change with regularly updating of the climate change portal and database with relevant data and information from the project;
- Assume any other duties as determined by the NPC.

**III. Qualifications and Skills**

- University Degree- Bachelor Degree in Education, English, Journalism, environmental science, climate change or related field with some working experience in the area of climate change and/or related fields;
- Demonstrated understanding of climate change and related issues;
- Experience in an international working environment, including project and programme implementation;
- Experience in organizing and facilitating trainings, workshops and meetings, logistics (procedures), as well as preparation of documentation before and after trainings, workshops & meetings;
- Experience in Government and in interdepartmental processes and procedures;
- Fluency in both English and Tonga and proficiency in written and oral communication;
- Computer literate;
- Team work, strong time-management, organizational and inter-personal skills;
- Tonga citizenship.

**Salary:** Salary Range is TOP\$19,490 – TOP\$29,230, in accordance with Tonga Government Civil Service Salary scale/Band L.

**Duration:** 24 months

**Post 9 : CLIMATE CHANGE POLICY AND PLANNING OFFICER (CPPO)**

**III. Scope of Work**

The Climate Change Policy and Planning Officer will be required to assist the Senior Climate Change Policy and Planning Officer in providing specific legal/policy and advisory support to the NPC, GCF focal point, Director of

Climate Change, Head of the Climate Finance Division and JNAP Technical Team to ensure effective implementation of the GCF readiness project and the GCF no-objection procedures. He/she will be also assist the SCCPPO in ensuring the alignment of the national priorities in the GCF Programme to the existing climate change documentations- the Tonga Climate Change Policy, Tonga Joint National Action Plan and Disaster Risk Management and Tonga- Nationally Determined Contributions.

The CCPPO will report directly to the NPC. He/she will be will be located at the Department of Climate Change, MEIDECC.

#### **IV. Duties and Responsibilities**

The CCPPO will carry out the following duties;

- Assist the SCCPPO in providing legal/policy advise to GCF focal point, Director of Climate Change, NPC and JNAP Technical Team for effective implementation of the GCF project;
- Align the national climate change priorities under the GCF Programme to Tonga Climate Change Policy, Tonga JNAP on climate change and disaster risk management and the Tonga-Nationally Determined Contributions.
- Assist the SCCPPO with preparing of the Contracts and Terms of Reference for consultants and experts who will be engaged under the project and ensure their timely hiring;
- Assist the SCPPO to review prioritized GCF project pipelines in the GCF Country Programme
- Assist the NPC and SCCPO with the enforcement of the NDA No objection procedure to ensure consistency of financing through GCF with national climate change priorities;
- Assist the NPC and SCCPPO with implementing of the country programmes in consultation with Department of Climate Change, JNAP Technical Team and relevant stakeholders using the initial guidelines prepared by GCF secretariat;
- Organise training with national stakeholders in close collaboration with NPC and SCCPPO;
- Assist the SCCPPO with organising of the annual participatory review of the GCF Country Programme;
- Assume any other duties as determined by the Director of Climate Change, NPC & GCF Secretariat.

#### **III. Qualifications and Skills**

- University Degree- Bachelor Degree in Law, English, Environmental Science/management or related fields with some years of working experience in the area of climate change and/or related fields;
- Good knowledge of the UNFCCC, Kyoto Protocol, Paris Agreement and the Green Climate Fund;
- Good knowledge of the Tonga Climate Change Policy, Joint National Action Plan on Climate Change and Disaster Risk Management, Tonga-Nationally Determined Contributions and National Communications on Climate Change.
- Demonstrated ability to provide accurate policy advice;
- Demonstrated ability to manage and build a good working relationships with project staff and relevant stakeholders of the GCF program;
- Experience in Government and in interdepartmental processes and procedures;
- Fluency in both English and Tonga and proficiency in written and oral communication;
- Computer literate;
- Team work, strong time-management, organizational and inter-personal skills;
- Tonga citizenship.

**Salary:** Salary Range is, \$19,490 – TOP\$29,230, in accordance with Tonga Government Civil Service Salary scale/Band L.

**Duration:** 24 months

#### **Post 10 : CLIMATE CHANGE PROJECT DEVELOPMENT OFFICER (CCPDO)**

#### **V. Scope of Work**

The Climate Change Project Development Officer will be required to assist the consultants, Senior Climate Change Technical Officer and Head of Divisions within Climate Change Department to

develop quality project Concept Notes and proposals to be submitted to GCF and other donors and development partners for consideration and approval.

The CCPDO will report directly to the NPC. He/she will be located at the Department of Climate Change, MEIDECC.

#### **VI. Duties and Responsibilities**

The CCPDO will carry out the following duties;

- Assist the Senior Officers of the project and Head of Divisions at Department of Climate Change to organise internal and stakeholder meetings to confirm climate change mitigation and adaptation priorities;
- Assist consultants and experts with drafting of project concept notes (CNs) and proposals using the template GCF and other donors have provided;
- Summarise comments received from GCF Secretariat and donors on project CNs and proposals submitted;
- Assist the NPC, Senior Project Officers and Head of Climate Change Divisions to provide responses to comments received from GCF Secretariat and donors
- Assist the Climate Finance Division at Department of Climate Change to prepare donor registry as basis of information for project CNs and proposals development;
- Assume any other duties as determined by the Director of Climate Change, NPC & GCF Secretariat.

#### **III. Qualifications and Skills**

- University Degree- Bachelor Degree in English, Environmental Science/management or related fields with some years of working experience in the area of climate change and/or related fields;
- Good knowledge of the UNFCCC, Kyoto Protocol, Paris Agreement and the Green Climate Fund;
- Good knowledge of the Tonga Climate Change Policy, Joint National Action Plan on Climate Change and Disaster Risk Management, Tonga-Nationally Determined Contributions and National Communications on Climate Change.
- Demonstrated ability to provide accurate policy advice;
- Demonstrated ability to manage and build a good working relationships with project staff and relevant stakeholders of the GCF program;
- Experience in Government and in interdepartmental processes and procedures;
- Fluency in both English and Tonga and proficiency in written and oral communication;
- Computer literate;
- Team work, strong time-management, organizational and inter-personal skills;
- Tonga citizenship.

**Salary:** Salary Range is, \$19,490 – TOP\$29,230, in accordance with Tonga Government Civil Service Salary scale/Band L.

**Duration:** 24 months

