



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

Project Management Unit
for the Tonga Global Climate Change Alliance Plus- Scaling Up Pacific Adaptation Project .

Advertisement & Job Description

Applications are hereby invited to apply for the posts of **National Coordinator and Project Finance Assistant** for the Global Climate Change Alliance Plus -Scaling Up Adaptation (GCCA+ SUPA) 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, Tafua'ahau Road, Nukualofa, Tonga and labeled **"Project Management Unit for the GCCA + SUPA Project"** 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.

The Global Climate Change Alliance Plus - Scaling up Pacific Adaptation (GCCA+ SUPA) Project is scaling up climate change adaptation measures in specific sectors and it is supported by knowledge management and capacity building. This is a regional project and it is funded by the European Union (EU) and implemented by the Pacific Community (SPC) in partnership with the Secretariat of the Pacific Regional Environment Programme (SPREP) and the University of the South Pacific (USP), in collaboration with ten (10) Pacific Island Countries, including, Cook Islands, Federated States of Micronesia (FSM), Fiji, Kiribati, Marshall Islands, Nauru, Niue, Palau, Tonga and Tuvalu.

The **overall objective** of the GCCA+ SUPA project is to enhance climate change adaptation and resilience within the ten (10) Pacific island countries.

The **specific objective** of the project is to strengthen the implementation of sector-based, but integrated, climate change and disaster risk management strategies and plans.

The project has three main outputs which are; (i) strengthen strategic planning at national levels, (ii) enhance the capacity of sub-national government stakeholders to build resilient communities and (iii) scale up resilient development measures in specific sectors such as food security, water security, human health, coastal protection and marine resources.

The GCCA Project in Tonga focus on the following key result areas (KRAs);

- 1) Conduct an assessment, feasibility study and conceptual design for coastal protection system along the entire northern coastline of Tongatapu (Niutoua to Ha'atafu including the Fanga'uta Lagoon);
- 2) Implement small-scale coastal adaptation and ecosystem-based measures in northwest Tongatapu (Sopu to Ha'atafu);
- 3) Enhance awareness about the impacts of climate change and disaster risks in Tonga

These KRAs relate to the three key outputs of the GCCA+ SUPA Project.

The Ministry of MEIDECC is the Leading Agency for the project and in close collaboration with the Ministry of Finance (MoF), Ministry of Infrastructure (MOI), Ministry of Internal Affairs (MIA) and relevant climate change stakeholders.

A Project Management Unit (PMU) will be established at the Department of Climate Change, MEIDECC which will be responsible for the overall management of the GCCA Project in Tonga.

The PMU consists of two (2) officers, a National Coordinator and a Project Finance Assistant.

1. NATIONAL COORDINATOR

A National Coordinator will be recruited and employed by the Department of Climate Change within the Ministry of Meteorology, Energy, Information, Disaster Management, Climate Change and Communications (MEIDECC), Tonga to coordinate project implementation, under the Global Climate Change Alliance Plus – Scaling Up Pacific Adaptation (GCCA+ SUPA) Project. He/she will be responsible for the overall coordination of all aspects of the project.

The candidate should be highly motivated, enthusiastic, and capable of working independently and with a team. He/she should have a strong scientific/technical and policy background.

The National Coordinator should have experience in coordinating project implementation and reporting. The ability to work with a wide variety of people from governments, communities, private sector, non-governmental organizations, etc. is essential.

Duties:

The National Coordinator, in consultation with the Director Department of Climate Change, will be responsible for the day-to-day coordination and supervision of the implementation of the project. The National Coordinator duties will include among others:

- Coordination of consultations to inform the design and implementation of project activities.
- Working closely with the Ministry of Infrastructure and Ministry of Internal Affairs for monitoring and oversight of project activities in Tonga including the on-the-ground scaling up measures, training activities, and mainstreaming of disaster risk and climate change.
- Establish and coordinate regular (3-monthly, and more often as required) national steering committee meetings to provide oversight and guidance to the GCCA+ SUPA project and provide reports to the GCCA+ SUPA team in Fiji.
- Liaise with national, community and traditional leaders to ensure smooth running of project implementation and inclusivity of vulnerable groups.
- Liaise with other stakeholders and partners.
- Liaise with GCCA+ SUPA representatives from the other two implementing partners: Secretariat of the Pacific Regional Environment Programme (SPREP) and The University of the South Pacific (USP).
- Participation, and where necessary provide logistical assistance, for regional project activities, including steering committee meetings and lessons learnt meetings.

- Assist with all communications and awareness activities, to include documents, posters, billboards, signage, videos, radio and TV interviews, design of locally relevant key messages. These must follow national, EU and GCCA communication and visibility guidelines as described in the GCCA+ SUPA Communications Plan (June 2019).
- Preparation of monthly progress reports on GCCA+ SUPA activities.
- Quarterly narrative and financial reporting and final reporting, as per templates provided by SPC, by the end of the month following the quarter. Compilation of all national project documents for annual and final reporting. Compilation of all necessary supporting documents for financing procurement and reporting.
- Prepare and update an asset register.
- Ensure Department of Climate Change staff are fully briefed on all GCCA+ SUPA activities.
- Provide any assistance as may be required by the Chief Executive Officer MEIDECC.
- Participate in relevant capacity building and training activities.

Qualifications and experience:

- Tertiary degree in a relevant field such as business administration, commerce, environmental resource management.
- At least three years' experience in project coordination and delivery in a related field and demonstrated experience with complex project activities.
- Proven track record of working with teams across sectors and sites and producing high quality results with minimum supervision.
- Knowledge of Tonga policies, strategies, institutions and regulations.
- Demonstrated ability to effectively engage with a range of stakeholders to support project outcomes.
- Excellent oral and written communication skills and demonstrated ability to articulate and communicate complex issues and positions to senior administrators and community beneficiaries alike.
- Sound coordination, administrative, financial, networking and collaborative skills.
- Advanced computer skills in applications such as Microsoft Word and Excel.
- Fluency in English (written and verbal).

Duty Station:

The National Coordinator will be based at the Department of Climate Change within the Ministry of Meteorology, Energy, Information, Disaster Management, Climate Change and Communications. He/she will report to the Director Department of Climate Change, Tonga and the GCCA+ SUPA Project Manager based in Fiji.

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

Duration: 2 years

2. PROJECT FINANCE ASSISTANT

A Project Finance Assistant will be recruited and employed by the Department of Climate Change within the Ministry of Meteorology, Energy, Information, Disaster Management, Climate Change and

Communications (MEIDECC) in Tonga to provide support for financial reporting, administrative tasks and procurement under the Global Climate Change Alliance Plus – Scaling Up Pacific Adaptation (GCCA+ SUPA) Project. He/she will assist the National Coordinator with the overall coordination of all aspects of the project. He/she will work closely with the Ministry of Infrastructure, Ministry of Internal Affairs and the Ministry of Finance and National Planning regarding project activities involving these, and other, ministries and for all financial reporting to the GCCA+ SUPA project team based in The Pacific Community (SPC), Suva, Fiji.

The candidate should be highly motivated, enthusiastic, and capable of working independently and with a team. He/she should have a strong finance and administration background. The Project Finance Assistant should have experience in financial reconciliation and reporting. The ability to work with a wide variety of people from governments, communities, private sector, non-governmental organizations, etc. is essential.

Duties:

The Project Finance Assistant, in consultation with the National Coordinator, will assist with monitoring and reporting on the implementation and financial progress of the project activities. The Project Finance Assistant duties will include among others:

- Supporting the financial reporting, in particular for the GCCA+ SUPA project, in line with agreements signed between SPC and MEIDECC.
- Facilitating relevant procurement, logistics and services for project activities including on-the- ground implementation, workshops, trainings, national and regional counterparts' visits among others.

- Ensuring compliance with Government legislative and financial procedures and with those of SPC and the European Union.
- Coordinating collaboration between all relevant project stakeholders, especially for ensuring timely financial reporting and acquittals.
- Assisting the National Coordinator, in monitoring and monthly reporting on the implementation and financial progress of the project activities.
- Providing administrative assistance in project implementation and management, maintaining financial records, and day-to-day liaison with counterparts and providing necessary feedback and reporting to Government and SPC's GCCA+ SUPA project.
- Where appropriate, and in consultation with Government and the GCCA+ SUPA Project Manager, represent the project in national meetings, workshops, and fora.
- Collaborate with finance staff housed in the Ministry of Infrastructure and the Ministry of Internal Affairs relating to financial reporting on any project activities involving those, or other, ministries.
- Ensuring Department of Climate Change staff are fully briefed on all GCCA+ SUPA activities.
- Providing any assistance as may be required by the Director of Climate Change & Chief Executive Officer MEIDECC.
- Participating in relevant capacity building and training activities.

Qualifications and experience:

- Diploma in financial administration and accounting or related discipline.
- Experience working in a finance department would be an advantage.
- Proven experience in financial administration, accounting and reporting.
- Ability to work under pressure and meet targets and deadlines.
- Able to work effectively with minimal management guidance/supervision.

- Willingness to learn and accept changes.
- Excellent oral and written communication skills.
- Advanced computer skills in applications such as Microsoft Word and Excel.
- Fluency in English (written and verbal).

Duty Station:

The Project Finance Assistant will be based with the Department of Climate Change within the Ministry of Meteorology, Energy, Information, Disaster Management, Climate Change and Communications. He/she will report to the (1) Director Department of Climate Change, Tonga and the (2) GCCA+ SUPA Project Manager based in Fiji.

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

Duration: 2 years