

THIRD NATIONAL COMMUNICATIONS- NATIONAL PROJECT COORDINATOR

A National Project Coordinator (NPC) will be recruited by the EA to oversee project implementation, under the UN Environment supervision. 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 NPC should have experience in preparation of National Communication on Climate Change and/or in other climate change enabling activities. The ability to work with a wide variety of people from governments, agencies, non-governmental organizations, and research institutions is essential.

Duties:

The National Project Coordinator in consultation with EA will be responsible for the day to day management, co-ordination and supervision of the implementation of the project. The coordinator duties will include among others:

- Co-ordinate all project activities with heads of technical expert groups, and a range of institutions and agencies, including UN Environment, IPCC, UNFCCC secretariat, GEF, and national institutions to ensure smooth and appropriate execution of project activities.
- Co-ordinate project activities with the National Climate Change Committee.
- Prepare a detailed project work plan and terms of reference for the project consultants.
- Liaise with the relevant ministries, national and international research institutes, NGOs, and other relevant institutions in order to involve their staff in the project activities, and to gather and disseminate information relevant to the project.
- Assist with the identification, interview and recruitment of national and international consultants to work for the project.
- Identify, promote and establish links with related national and regional projects, and other international programmes.
- Prepare the periodic progress reports on project implementation and ensure that all national project outputs are sent to UN Environment and prepare the expenditure statements and quarterly financial statement in line with the UN Environment budget code;
 - Manage the project expenditures according to the project budget.
 - Identify training needs of the contracted national consultants and other project stakeholders and identify appropriate courses and trainings for national capacity building.
 - Organize national workshops and trainings according to the project work plan. Attend, whenever possible, the relevant regional and international workshops, trainings and conferences.
 - Review all materials generated during the project.
 - Compile the various sections of the project reports (TNC & BUR1) in preparation of submittal and maintain inventory of non-expendable equipment.

- Ensure the publication and dissemination of the reports identified as project outputs.
- Assist with coordinating negotiations on co-operation with Government and financing institutions in order to identify and mobilize sources for the follow-up activities.
- Assist with public education and awareness programs associated with the projects deliverables.

Qualifications:

- A BSc or MSc. degree in environmental science or another related field
- Relevant experience in the field of climate change
- Experience in Small Island Developing States; experience in The Bahamas will be considered an asset
- Familiarity with national communications, and with international negotiations and processes under the UNFCCC
- Substantial experience in government and in interdepartmental procedures
- Familiarity with computers and Microsoft office applications, such as word processing and excel. . Experience with United Nation's reporting mechanisms will be considered an asset.
- Good command of English (native English speakers preferred) and UN official language.
- Good Orator.

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

Duration: 3 years