

Vacancy Announcement

Institute for Global Environmental Strategies (IGES)

Regional Centre in Bangkok (BRC)

Position title: Climate Change Technical Officer
Responsible to: Programme Manager and Director, IGES Regional Centre in Bangkok
Salary: Depending on experience
Contract: One year contract with 3 months probationary period and possible extension
Work hours/days: Full-time (7.5 hours/day), 5 days per week
Place of work: IGES Regional Centre in Bangkok (BRC) with the possibility of partial remote work

About IGES, IGES Regional Centre, and UNFCCC-IGES Regional Collaboration Center

Established in 1998, the Institute for Global Environmental Strategies (IGES) is an independent, non-profit environmental policy think-tank, headquartered in Japan. IGES aims to achieve a new paradigm for civilization, conduct innovative policy development and strategic research for environmental measures, and reflect research results into political decisions for realising sustainable development both in the Asia-Pacific region and globally.

IGES Regional Centre in Bangkok, Thailand (BRC) works on critical environmental and sustainable development issues and is IGES' main arm for collaborating with local and international partners in Asia and the Pacific. BRC works closely with partners and governments to deliver real change on the ground by facilitating dialogue, conducting research and sharing replicable practices that are useful for policymakers. BRC's activities focus on four key areas: climate change adaptation; climate change mitigation; environmental safeguards; and local and city initiatives.

In September 2015, IGES and the UN Climate Change secretariat jointly launched a Regional Collaboration Center for Asia and the Pacific (RCC AP). The RCC AP, hosted by IGES Regional Center, is one of the six RCCs established by the UN Climate Change to support the implementation of Nationally Determined Contributions, Article 6, Adaptation, Transparency, Climate finance, Stakeholder engagement and more. For more about RCC AP activities, please visit our webpage <https://unfccc.int/RCCAsiaPacific>.

1. Position

The Climate Change Technical Officer reports directly to the Programme Manager and Director of IGES Regional Center and is responsible for undertaking and managing RCC and IGES activities. A dynamic person with strong interest and experience in climate change and environmental measures; proficient at English communications; and proactive in taking up multiple challenging tasks with an attention to details is suitable for this position.

2. Duties and responsibilities

Under the general supervision of the Programme Manager and the Director, the Climate Change Technical Officer will perform the following duties:

- (i) Support RCC's activities including those related to National Determined Contribution (NDC) and Long-term Low GHG Emissions Development Strategy (LT-LEDS)
 - Under the guidance of RCC NDC/LT-LEDS Specialist, identify key regional partners and organizations to initiate activities targeting the submission of ambitious NDCs and LT-LEDS and their implementation. This also includes the design of technical support for high impact mitigation policies and actions in the region and identify priority countries and sectors in the region to provide technical assistance.
 - Identify and engage with implementing partners with presence and interest in the region countries and coordinate closely with them to generate alliances around RCC activities including, but not restricted to, (i) mobilizing resources for implementation, (ii) supporting knowledge and learning activities.
 - Develop reports on stakeholder feedback from regional and national consultations;
 - Participate in and support key meetings and prepare analysis of their results, as needed.
- (ii) Database development and maintenance
 - Develop and maintain a regional stakeholder database and network to monitor and track RCC's interactions with key regional stakeholders including national focal points, UN agencies, intergovernmental organizations, development partners, civil society organizations, and non-party stakeholders;
 - Develop and maintain an intelligence gathering database to support the implementation of RCC's various thematic workstreams such as NDC/LT-LEDS, Article 6, adaptation, transparency, and climate finance. This includes supporting the information gathering; providing updates from the region on the status of NDCs, LT-LEDS, NAP, BTR preparation as well as Article 6 and carbon market engagement; relevant institutional arrangements; local and regional organizations providing technical, financial, and capacity building support; and other information as requested.
 - Develop and maintain a country profile database to monitor and track sectoral GHG emission profiles, climate change policies, climate change actions, capacity building needs, and other information as requested.
- (iii) Develop and contribute to project concepts and funding proposals to raise funds under the guidance of supervisors;
- (iv) Implement commissioned projects and initiatives conducted by IGES;
- (v) Assist IGES/RCC in organizing workshops and events, drafting concept notes and other documentation, identifying speakers, and reaching out to partners and potential speakers;
- (vi) Conduct independent policy research and assessment; draft policy briefs, analytical papers, and synthesis reports; and make substantive contributions to IGES and RCC publications;
- (vii) Carry out any other additional tasks assigned by IGES/RCC, as necessary.

3. Qualifications

Educational background

Master degree in economics, environmental economics, environmental science, engineering, business administration, international affairs, social science, or a related discipline.

Experience

- At least three (3) years of relevant experience in project management, delivery of technical support, and/or capacity-building. General experience in climate change issues is a strong asset. Specific knowledge in areas of climate change such as carbon market/pricing is a plus.
- Understanding of the UNFCCC intergovernmental process is a strong asset.
- Experience in supporting the different processes at the climate change intergovernmental level is an asset.
- Experience working at an international organization is an asset.
- Experience in research, info management system, design and visuals and database management is desirable.

Job-related requirements and skills

- Monitoring and evaluation of progress on the basis of pre-determined objectives, baselines and milestones and report to team lead accordingly.
- Analytical skills, excellent written and oral communication, strategic planning skills, innovative, thinking on professional, organizational and workflow issues including to interpret, adapt and propose options for changes to existing guidelines; and the ability to coordinate and engage several types of stakeholders.
- Capacity to undertake at local and regional travel.

Language and functional skills

Fluency in English, both oral and written.

4. How to Apply

A cover letter, recent CV, salary history, and a writing sample must be sent by email to the following addresses. Reference letter(s) from your supervisors in the past positions (latest preferred) must be sent directly by them to the email addresses below. The position will remain open until filled. Only short-listed candidates will be contacted.

Send your application to:

regionalcentre-HR@iges.or.jp