

AIT/UNEP Regional Resource Centre for Asia and the Pacific (RRC.AP)

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JOB DESCRIPTION

Position title:	Conference Services Officer - Climate Change Adaptation
Project:	Regional Climate Change Adaptation Knowledge Platform for Asia
Location:	AIT/UNEP RRC.AP, Bangkok, Thailand
Start Date:	10 August
End Date:	One year contract, with possibility of extension

I. Background:

The impact of climate change is an unprecedented and increasing global threat to life, livelihoods and life-supporting systems. Even if the most stringent mitigation measures were put in place today, the impacts of climate change would still continue for centuries. There is an urgent need for immediate and adequate actions to adapt to climate change before its impacts become unmanageable. At the same time we have to prepare for long-term climate impacts. Examples of these impacts include more severe water scarcity and more frequent floods, agricultural failure and food shortages, and accelerated loss of biodiversity and declined ecosystem services.

The Climate Change Adaptation Knowledge Platform for Asia (*the Regional Platform*), a joint initiative of SENSE, SEI, UNEP and UNEP RRC.AP, aims at facilitating climate change adaptation in Asia at local, national and regional levels and strengthen adaptive capacity. It attempts to establish a regionally and nationally owned mechanism that facilitates the integration of climate change adaptation into national and regional economic and development policies, processes and plans, strengthens linkages between adaptation and the sustainable development agenda in the region and enhances institutional and research capacity. Specifically, the Regional Platform will work towards:

- i) Establishing an effective knowledge sharing system to improve the exchange of knowledge, information and methods within and between countries on climate change adaptation and to link existing and emerging networks and initiatives;
- ii) Generating new climate change adaptation knowledge to promote understanding and provide guidance relevant to the development and implementation of national and regional climate change policy and;
- iii) Synthesising existing and new climate change adaptation knowledge to facilitate its application in sustainable development practices at the local, national and regional levels.

The Regional Platform is also contributing to the UNEP's Global Climate Change Adaptation Network in Asia and the Pacific, which in turn provides a "space" for regional consultations, dialogue and cooperation, and for joint learning and sharing of experience, bringing together regional climate adaptation researchers, policy-makers, business leaders, and adaptation practitioners to promote understanding, dialogue and provide guidance relevant to national and regional climate change and adaptation policy. These initiatives are designed to support the Nairobi Work Programme (NWP) and will not specifically provide project funding but will rather complement other national and regional climate change adaptation initiatives and programmes.

In its initial phase (2009-2011) the Regional Platform focuses on 13 countries. These include the Greater Mekong Sub-region (Cambodia, China PR, Lao PDR, Myanmar, Thailand and Viet Nam), Bangladesh, Bhutan, Indonesia, Malaysia, Nepal, the Philippines and Sri Lanka.

The Secretariat of the Regional Platform is hosted at RRC.AP. In undertaking these tasks, RRC.AP will coordinate closely with the Stockholm Environment Institute (SEI), the Swedish Environment Secretariat for Asia (SENSA) and UNEP's Regional Office for Asia and the Pacific (ROAP), which are all based in Bangkok.

II. Major Functions:

The Conference Services Officer will be responsible for the organization and convening of Regional Platform meetings and consultations. He/She will provide overall administrative support for the project. Under the direct supervision of the Senior Technical Coordinator for Climate Change Adaptation and in liaison with the Knowledge Management Officer – Climate Change Adaptation, the Conference Services Officer will be responsible for the following activities:

III. Major Duties and Responsibilities:

- Prepare annual workplan for Regional Platform meetings, workshops, outreach events, consultations, dialogues and other related events;
- Organise meetings to ensure effective implementation of the Regional Platform and its working structure within regular meetings and recording of the notes/outcomes of the Core Implementation Group, Technical Partners , Advisory Groups ;
- Liaison with participants regarding travel arrangements, and coordination of the meeting venue and conferencing services;
- Coordinate logistical arrangements for consultations, dialogues, cooperation and meetings related to Climate Change adaptation;
- Assist with preparation of detailed meeting reports to be uploaded on the Regional Platform intranet and websites;
- In close liaison with the RRC.AP Institutional Support Group, including Finance, provide administrative and financial support for Regional Platform activities;
- Assist with budgeting for the Regional Platform;
- Develop a conference servicing handbook to facilitate meetings at RRC.AP and elsewhere in the region;
- Assist with preparation of monitoring and administrative reports in liaison with the Institutional Support Group at RRC.AP;
- Any other duties as requested by the Director of RRC.AP and/or the Senior Technical Coordinator on Climate Change Adaptation.

IV. Required Profile:

- A University degree in business administration and/or environmental management or natural sciences with relevance to climate change adaptation issues;
- A minimum of 3 years of professional working experience in conference servicing and/or related environmental fields, preferably with focus in countries of Southeast Asia and South Asia;
- Experience of facilitating regional workshops and meetings, and working experience in multicultural environments;
- Good understanding of administration and financial rules and procedures, including reporting and project monitoring skills;
- Fluency in spoken and written English is essential;
- Excellent communication, presentation and report writing skills.

V. Working Relationships:

Reporting Line and Cooperation:

Under the overall supervision of the Director of RRC.AP, the Conference Services Officer will report directly to the Senior Technical Coordinator on Climate Change Adaptation and work closely with Knowledge Management Officer at RRC.AP. The Conference Services Officer will liaise closely with the Regional Platform Project Management Group, which includes colleagues from SEI, SENSE and UNEP ROAP, as well as the Global Climate Change Adaptation Network in Asia and the Pacific, for the organization of the various Regional Platform events.

Working Conditions:

A fixed term contract will be signed for one year, with a trial period of three months, in accordance with rules and regulations applicable to AIT/UNEP RRC.AP. Office space will be provided at RRC.AP.

Deadline for Applications: 10 July 2009
Interview Dates: 20-24 July 2009

Applications should be addressed to:

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