

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

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JOB DESCRIPTION

Position title:	Knowledge Management Officer – Climate Change Adaptation
Project:	Regional Climate Change Adaptation Knowledge Platform for Asia
Location:	AIT/UNEP RRC.AP, Bangkok, Thailand
Start Date:	10 August 2009
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 SENSEA, 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:

This position is considered a key member of the Climate team of the Regional Platform and the Knowledge Support component at RRC.AP. The Knowledge Management Officer will be responsible for contributing to the knowledge hubs and overall knowledge management functions at RRC.AP, including linkages with existing platforms such as the environment Knowledge Hub (eKH). Under the guidance of the Senior Technical Coordinator for Climate Change Adaptation, and Head of the Knowledge Support Group, the Knowledge Management Officer will be responsible for the activities described in the section III.

III. Major Duties and Responsibilities:

- To assess state-of-the-art knowledge management systems, and develop a strategic knowledge sharing mechanism for the Regional Platform;
- To establish and manage an internal on-line information exchange mechanism between the proponents of the project;
- To develop and manage an external on-line mechanism to support dissemination of methodologies, tools for adaptation planning and vulnerability assessment related to climate change adaptation;
- Constantly update the Regional Platform website using material prepared by RRC.AP, SEI, ROAP, SENSA, and other partners;
- Preparation of on-line monthly updates of Platform activities, progress reports and related knowledge products;
- Regular (monthly basis) updates on web references/sites following the Nairobi Work Programme structure and relevant meetings/events or other structures to be discussed within the platform management group;
- Identify and liaise with knowledge management professionals involved with regional climate adaptation researchers, policy makers, business leaders and adaptation practitioners to enhance communications, promote understanding, increased dialogue and provision of guidance relevant to national and regional climate change and adaptation policy makers;
- Deliver (develop) presentations and analytical notes on advisory services related to knowledge management on climate change adaptation planning and training;
- Support the climate change team at RRC.AP in activities related to climate change adaptation in the context of South Asia and South East Asia
- Ensure knowledge linkages with the Regional Hub activities of the Global Climate Change Adaptation Network in Asia and the Pacific;
- As a member of the knowledge support group at RRC.AP, contribute as content coordinator to management of existing knowledge hubs, such as the eKH and 3RKH, and the other knowledge management services provided by the Regional Platform
- Demonstrate leadership. management and coordination aspects related to knowledge management functions at RRC.AP;
- Any other functions designated by the Director of RRC.AP.

IV. Required Profile:

- A University degree in computer sciences, knowledge management or environmental management or natural sciences with relevance to climate change adaptation issues;
- A minimum of 5 years of professional working experience in related knowledge management and/or climate change adaptation or related environmental field, preferably with focus in countries of Southeast Asia and South Asia;
- Well versed with web based knowledge management applications, and relevant computer programming software;
- Experience of facilitating regional workshops and meetings, and working experience in multicultural environments;
- Good understanding of climate change adaptation issues and other emerging environmental problems in the Asia Pacific region;
- 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 Knowledge Management Officer – Climate Change Adaptation will report directly to the Senior Technical Coordinator on Climate Change Adaptation and work closely with the Head of the Knowledge Support Group at RRC.AP. The Knowledge Management 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.

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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Announcement Date: 17 June 2009 and 25 June 2009 for the revised version