

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

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## JOB DESCRIPTION

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| <b>Position title:</b> | <b>Senior Technical Coordinator - Climate Change Adaptation</b> |
| <b>Project:</b>        | Regional Climate Change Adaptation Knowledge Platform for Asia  |
| <b>Location:</b>       | AIT/UNEP RRC.AP, Bangkok, Thailand                              |
| <b>Start Date:</b>     | 10 August 2009  |
| <b>End Date:</b>       | 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:**

This position will lead of the Climate Adaptation Team at RRC.AP, and work in close coordination with the Climate Team at UNEP ROAP. The Senior Technical Coordinator for Climate Change Adaptation will ensure delivery of key outcomes under the four main components of the Regional Platform, namely: Regional Knowledge Sharing System; Generation of New Knowledge; Knowledge to Practice; and Effective Management Arrangements. He/She will be responsible for the following outcomes:

## **III. Major Duties and Responsibilities:**

### Outcome 1: Technical inputs (60% of time):

- Ensure mechanisms for a Regional Knowledge Sharing System; Generation of New Knowledge; Knowledge to Practice through mainstreaming climate change adaptation; and effective Management Arrangements for the Regional Platform;
- Technical inputs for improved sharing of knowledge and information exchange among Climate Change professionals and policy makers, through functioning peer review schemes and other support systems;
- Packaging of presentation materials for partners and conceptualization of new initiatives on climate change adaptation;
- Targeted and context specific events to brainstorm on specific theme/sectors linkages with climate change, share information among countries, propose solutions to current adaptation issues, processes and constraints;

These activities and interventions should lead to:

- Better understanding by member countries on climate change adaptation and enhanced mainstreaming of climate change considerations in national and local planning and policy formation processes;
- Higher levels of awareness, particularly among the informal economic sector, on climate change and the potential impacts and opportunities it presents;
- Technology transfer increased in the area of climate change adaptation;
- Application of macro-level studies on mainstreaming Climate Change adaptation into national development policies and sectoral development plans.

### Outcome 2: Promote Partnerships (10% of time):

- Convene an inception meeting for the Regional Platform, and promote the Regional Platform at outreach events on a regular basis;
- Convene annual multi-stakeholder fora for climate change adaptation professionals, by building on the existing Collaborative Action Network (CAN) and other networks supported by RRC.AP;
- Support CAN to identify pilot studies and exchange programs and projects on climate change adaptation;
- Ensure greater South-South cooperation on climate change adaptation;
- Enhanced cooperation at the regional level leading to more effective participation of project countries in COP/subsidiary body meetings and workshops;
- Ensure enhanced collaboration with key development partners working on adaptation issues, e.g. UNDP, IUCN, etc.

**Outcome 3: Effective Project Management** (20% of time)

- Ensure smooth project implementation and effective Platform working structures, i.e. regular meetings of the Core Implementation Group, Technical Partners, Advisory Groups;
- Organise regular consultations with partners on joint planning, reporting and sharing of information;
- Ensure effective linkage with UNEP's Global Climate Change Adaptation Network in Asia and the Pacific, and activities of its Regional Hub and hub centres;
- Support the work with RRC.AP and ROAP Climate Change teams in addressing adaptation related issues;
- Supervise the work of the Knowledge Management Officer and Conference Services Manager at RRC.AP, as part of the Climate Team;
- Oversee technical meetings of the Project Secretariat;
- Oversee project budget and financial reporting;
- Update work plans on a regular basis;
- Preparation of progress reports and monitoring reports;
- Liaison with SENSEA on progress monitoring and reporting.

Any other duties as requested by the Director of RRC.AP (10 %)

**IV. Required Profile:**

- An advanced University degree in environmental management or natural sciences with relevance to climate change adaptation issues;
- A minimum of 7-10 years of professional working experience in climate change adaptation, disaster risk reduction or related environmental fields, preferably with focus in countries of Southeast Asia and South Asia;
- Leadership skills and knowledge base of the theories, concepts and approaches relevant to climate change adaptation and other emerging environmental challenges in the Asia Pacific region;
- Ability to link climate change adaptation with sustainable development strategies and policies;
- Fluency in spoken and written English is essential;
- Excellent communication, presentation and report writing skills;

**V. Working Relationships:**

**Reporting Line and Teamwork:**

The Senior Technical Coordinator for Climate Change Adaptation will report directly to the Director of RRC.AP. He/She will work closely with the Heads of Regional Cooperation, Knowledge Support and Network Support components at RRC.AP. The Senior Technical Coordinator will liaise closely with the Regional Platform Project Management Group, which includes colleagues from SEI, SENSEA and UNEP ROAP, as well as the Global Climate Change Adaptation Network in Asia and the Pacific. He/She will work in close coordination with the Climate Team at ROAP, and supervise the Knowledge Management Officer and the Conference Services Officer.

**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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