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Ministries of Sustainable Development,
 Environment, Climate Action &
 Constituency Empowerment

Unit C21, Sands Complex
 Basseterre
 St. Kitts, West Indies



Ministry of Environment, Climate Action & Constituency Empowerment
Job Description
Job Title: Programme Officer
Work Location: Unit C21, Sands Complex
Division/Department: Climate Action Unit
Reports to: Chief Technical Officer
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time
<p>Description of Post:</p> <p>The basic purpose of the position is to support the coordination and monitoring of activities related to climate change programmes at the national level. The position would involve providing technical support on climate change adaptation and mitigation issues for both policy and projects and including programme development, knowledge management and capacity building and monitoring and reporting, inter alia.</p>
<p>Duties and Responsibilities</p> <p><u>General Administrative Responsibilities:</u></p> <ul style="list-style-type: none"> • Participates in meetings, seminars, international and local fora, conferences and workshops as required • Presents climate change adaptation and mitigation related information at public interest, governmental, international or other meetings • Assist in the development of the Strategic/Operational Plans and Budgets for the Climate Action Unit (CAU) which will serve part of the Ministry of Environment and Climate Action • Assist in the development of Individual Work Plan based on strategic alignment with Operational Plan and Strategic direction of the CAU <p><u>General Technical/ Professional Responsibilities:</u></p> <ul style="list-style-type: none"> • Support the coordination and implementation of the National Climate Change Policy, Strategy and Action Plan, the Nationally Determined Contributions (NDCs) and the National Communications Process. • Support the development and implementation of National Adaptation Plans in collaboration with relevant public and private sector agencies. • Support the mainstreaming of adaptation issues, through use of the climate change policy framework and NDCs, into key sectoral policies and strategies. • Assist in providing technical support to the Chief Technical Officer and appraisal of Climate Change adaptation and mitigation related products prior to approval. • Provide technical and secretarial support to the St. Kitts and Nevis National Climate Change Committee Support the design, development, execution, monitoring and evaluation of assessments in collaboration with relevant personnel. • Aid the oversight of collection of climate change adaptation and mitigation information and data, and facilitate access to and use of information. • Assist the planning and execution of training and capacity building workshops relating to climate change adaptation initiatives, and multilateral agreements and conventions., and St. Kitts and Nevis' NDCs. • Represent the Government of St. Kitts and Nevis at national, regional and international events. • Support the National Climate Change Unit in the execution of additional tasks as mandated by management.

Required Skills and Competencies

- Excellent analytical skills to analyse problems and provide solutions
- Excellent written and oral communication skills in the English language
- Results oriented
- Ability to work as part of a team, with importance on cross-team working and sharing information
- Sound knowledge of climate change issues with respect to causes, impacts and options for mitigation and adaptation.
- Excellent knowledge of Climate Change issues, and agreements at the national and international level.
- Excellent command of the English Language with the ability to produce well-structured, factually and analytically accurate reports.
- Ability to interpret data, present rational conclusions and defend recommended actions.
- Sound research skills and the ability to produce technical papers.
- Creative and pro-active attitude in teamwork required.
- Proven ability to work effectively with diverse stakeholders
- Experience in standard software applications and in handling web-based management systems

Education and/or Experience:

The Applicant must have the following skills:

- Bachelor's degree (or equivalent) in a relevant subject in Environmental Sciences, Natural Sciences, Climate Science/Climatology, Natural Resources Management, Engineering or a related discipline.
- 1 to 2 years' experience, including relevant internships, in the climate change field, and understanding the role of local and regional governments in tackling climate change.

Salary: K22 – K27 (\$38,148-\$47,388) per annum

Please send applications to:

**Permanent Secretary
Ministry of Environment, Climate Action
& Constituency Empowerment
Unit C21, Sands Complex
BASSETERRE, SAINT KITTS**