

Tuvalu Government – Job Description



Position Title:	Mitigation Policy Advisor	
Band and Salary:	T1 – T3	\$15,448 - \$29,287
Ministry and Department:	Ministry of Home Affairs, Climate Change and Environment	Climate Change
Location:	Funafuti	
Reports to:	Director of Climate Change	

JOB PURPOSE:

Support policy analysis, provide policy advice on matters relevant to climate change mitigation, and ensure effective planning and implementation of climate change actions under the scope of work of the Climate Change Policy & Disaster Coordination Unit.

KEY RESPONSIBILITIES:

1. Analyze international, regional and national policies relevant to mitigation
2. Provide policy advice on climate change mitigation matters
3. Ensure integration of climate change mitigation in to national laws and policies
4. Manage and Implement submissions and Obligations on mitigation under the UNFCCC
5. Ensure TKIII outcomes under SA1 (Climate Change) are achieve
6. Make information on climate change mitigation readily available
7. Attend to any other duties assigned by the Director

MAIN DUTIES AND OUTCOMES:

- 1.1 Provide policy advice to the NACCC for consideration before submission to Cabinet
- 2.1 Review relevant climate change policies and plans
- 2.2 Develop the implementation plan for Tuvalu's National Determined Contributions
- 3.1 Revise and maintain Tuvalu GHG inventory, with update data
- 4.1 Prepare timely submissions and reporting as per requirement under the UNFCCC
- 4.2 Mainstream climate change mitigation into national laws, policies and plans
- 5.1 Provide guidance for strategies formulation and implementation

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- 5.2 Facilitate effective and efficient implementation of climate change mitigation actions under the TKIII
- 6.1 Effective community engagement at all levels
- 6.2 Ensure that deliverables and awareness workshops/training are carried out to communities accordingly
- 7.1 Work closely with other officers within the Department, and other key stakeholders
- 7.2 Perform any other duties assigned by the Director and the Permanent Secretary where necessary.

MANDATORY REQUIREMENTS:

Bachelor Degree in Environmental Science, Political Science, Management and consideration is given to other related field.

DESIRABLE REQUIREMENTS:

- Minimum of 5 years of progressive experience in policy management, with focus on planning, monitoring, reporting, and stakeholder and team coordination;
- Good knowledge on national and foreign policy on climate change mitigation formulation, policy advise and policy analysis;
- Ability to work in a team and local communities;
- Sound time management skills
- Good computer literacy – MS office applications, web-based management information systems.
- Proficiency in spoken and written Tuvaluan and English
- High-level attention to detail and accuracy

It is expected that officers recognize the cross-cutting nature of gender issues; the roles and responsibilities in this job description should be performed by taking into account a sector integration of gender perspectives.