



Terms of Reference

National Consultant: Climate Finance Assistant Program Officer

1. Background

Government of Kiribati has established the Climate Finance Division within the Ministry of Finance and Economic Development (MFED) in 2017. The Division will focus primarily on coordinating Kiribati engagement with multilateral sources of climate financing that MFED is currently a focal point for including the Green Climate Fund, Climate Investment Fund and Adaptation Fund.

The Division will also be engaged in any initiatives that seeks to strengthen climate financing in Kiribati and where MFED is has been requested to participate such as the USAID Climate Ready project and the Climate Finance Assessment. The establishment of the Division by the MFED has been made possible by support and key partnerships with the Governments of Australia, New Zealand and the Green Climate Fund.

MFED has secured funds from the Green Climate Funds readiness programme and the Government of New Zealand to strengthen the role of MFED on multilateral climate finance. A key aspect of the role of the Division will be to undertake nationwide consultations with stakeholders to develop a strategic framework and country programme that will identify Kiribati priorities to engage with the GCF and other sources of multilateral climate finance. The Division also supports the development of project proposals for the Green Climate Fund, Adaptation Fund and Climate Investment Fund.

In this regard, the Ministry invites applications for a national consultant to join the Climate Finance Division as the **Climate Finance Assistant Program Officer**.

2. Scope of work

Under the direct supervision of the Director, Climate Finance Division, the scope of work for the Climate Finance Assistant Program Officer position will be to –

- Assist the Minister and Director in carrying out its role as Designated Authority to the Adaptation Fund the focal point for the Climate Investment Fund.
- Assist the Division in the evaluation of concept notes and project proposals being drafted for the various multilateral funds managed by the Division
- Assist in undertaking research and information collection as required for the Division and to support proposal development and preparation of reports
- Provide administrative and finance support to the day to day functioning of the Climate Finance Division, including filing, procurement, processing of payments, preparation and submission of letters and memos

- Assist with arranging meetings, arranging travel, logistical support to meetings and workshops and preparing meeting documents

3. Qualifications and experience

a) Education

- Applicants should have a minimum of a Diploma or higher in areas such as finance, economics, climate change, environment, project management or a related field with at least 2 years of relevant work experience.

b) Experience and skills

- Project support experience, in areas such as project implementation, coordination, procurement, assisting in proposal writing, report writing;
- Demonstrated ability to work in a team and working with multiple stakeholders;
- Excellent written and verbal communication skills in English and iKiribati;
- Competent use of computers including strong skills in the use of MS Office including word, powerpoint, excel.

c) Language requirements

- Fluency in written and spoken English and iKiribati is required.

4. Contract duration

- The consultancy contract will be for a fixed period of 12 months.

5. Consultancy fee's

- A fixed consultancy rate will be paid to the consultant on a fortnight basis.

6. Application instructions

- Interested applicants should submit an Expression of Interest including a i) **cover letter**, ii) a **curriculum vitae** and iii) **statement of response** for each item in **3. Qualifications and experience** section above.
- Applications can be submitted either:
 - i. by hard copy to MFED or by posting it to P.o Box 67, Bairiki and should be addressed to the Secretary, Ministry of Finance and Economic Development; OR
 - ii. by email to tmamara@finance.gov.ki and recruitment@finance.gov.ki with subject heading Climate Finance Assistant Program Officer;
 - iii. Submission of applications by email is strongly encouraged.
- Closing date for submission of applications is **16 March 2019**.