



**SUSTAINABLE
DEVELOPMENT UNIT**

JOB OPPORTUNITY

Project Coordinator for the first Biennial Transparency Report and Third National Communication for St. Vincent and the Grenadines

Sustainable Development Unit

The Sustainable Development Unit invited the applications from suitable qualified persons to fill the position of the Project Coordinator for the first Biennial Transparency Report and Third National Communication (BTR1/TNC) for St. Vincent and the Grenadines.

Duties:

The Project Coordinator duties will include among others:

- Coordinate all project activities with heads of technical expert groups, and a range of institutions and agencies, including UNEP, IPCC, UNFCCC Secretariat, GEF, and relevant national institutions to ensure smooth and appropriate execution of project activities.
- Prepare a detailed project workplan and terms of reference for the project consultants.
- Liaise with the relevant ministries, national, regional and international research institutes, NGOs, and other relevant institutions, in order to involve their staff in the project activities, and to gather and disseminate information relevant to the project.
- Assist in the identification, interview and recruitment of national, regional and international consultants to work for the project.
- Promote and establish links with related national and regional projects, and other international programmes.
- Prepare the quarterly progress reports on project implementation and ensure that all national project outputs are sent to UNEP.
- Manage the project expenditures according to the project budget.
- Identify training needs of project stakeholders and identify appropriate courses and trainings for national capacity building.
- Organize national workshops and trainings according to the project workplan. Attend, whenever possible, the relevant regional and international workshops, trainings and conferences.
- Undertake the technical review of all BTRNC chapters (NIR, NDC tracking, Adaptation, Support needed and received and supplemental NC chapters)
- Review all materials generated during the project.
- Ensure the publication and dissemination of the reports identified as project outputs; and

- Coordinate negotiations on co-operation with Government and financing institutions in order to identify and mobilize sources for the follow-up activities.

Qualifications:

- An advanced degree (at least MSc. or Ph.D.) in environmental science or other related field
- Relevant experience in the field of climate change
- Have a good knowledge of the UNFCCC implementation processes and Paris Agreement
- Have a good knowledge and experience in the preparation of the National Communication and Biennial Update Reports.
- Substantial experience in government and in interdepartmental procedures
- Have a good knowledge of microcomputing, especially software for WINDOWS (Word, EXCEL, POWERPOINT, etc.).
- Good writing and communication skills.
- Proficiency in English

Duty Station: The project office will be housed at the offices of the Sustainable Development Unit (SDU)

Duration: 17 months

Applications are to include a curriculum vitae and two references and submitted to the Sustainable Development Unit by 16th July 2024 to:

Director

Sustainable Development Unit

2nd Floor Administrative Complex

Bay Street, Kingstown

By emailing: emdsvg@gmail.com copying tourism@gov.vc