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| J:\UN Logos\bundp20mm.jpg | Post Title: | UN-REDD Programme Technical Assistant (PTA) |
| Project: | Papua New Guinea National UN-REDD Programme |
| Duty Station: | Office of Climate Change and Development, Port Moresby |
| Duration: | **1 Year (with possibility of extension)** |
| Starting Date: | ASAP |

**Project Background:**

The United Nations Collaborative Programme on Reducing Emissions from Deforestation and Degradation (UN-REDD Programme) was set up in 2008 following the Bali Action Plan agreed to by parties at the 13th Conference of Parties to the United Nations Framework Convention on Climate Change to assist tropical forest countries in establishing a fair, equitable and transparent REDD+ regime. The UN-REDD Programme is currently supporting nine pilot countries[[1]](#footnote-1) with their national “REDD Readiness” process, i.e. preparations for participation in a future REDD financial incentive mechanism under the UNFCCC. UN-REDD National Programmes (NPs) are implemented as Joint Programmes (JPs) by Food and Agriculture Organisation (FAO), United Nations Development Programme (UNDP) and United Nations Environment Programme (UNEP), following the guidance of the UN Development Group (UNDG). With coordinating support from a Global Joint Programme (GJP), the nine UN-REDD National Programmes are being designed to provide initial assistance with the pilot countries.

Papua New Guinea is one of the nine UN-REDD programme pilot countries. The National UN-REDD Programme Document (NPD) developed by the Government of PNG has been approved and is ready for implementation. The Objective of PNG’s National UN-REDD NP is “to support the GoPNG in attaining REDD+ Readiness”, with an emphasis on the development of Measurement, Reporting and Verification (MRV) system for the country as an important complement to PNG’s domestic climate-change efforts. MRV systems track and report on changes in carbon stocks resulting from land-use change, and as such, are a fundamental prerequisite for any payment-for-performance REDD+ programme. In order to secure this Objective, the proposed NP will be implemented during the next three years in order to pursue the following five Outcomes:

* Outcome 1: Readiness management arrangements in place
* Outcome 2: National MRV system developed
* Outcome 3: Historical drivers of deforestation assessed
* Outcome 4: Monitoring of abatement concepts supported
* Outcome 5: Stakeholders engaged in PNG’s REDD readiness process

To implement the NP, a UN-REDD Programme Management Unit (PMU) will be established in the Office of Climate Change and Development. The PMU led by the Programme Manager will manage the implementation of the NP. The Programme Manager will report to the Director of MRV and National Communication and UNDP Deputy Resident Representative.

**Supervision:**

***Direct Supervisor:*** The incumbent will work under the direct supervision of the UN-REDD National Programme Manager.

***Content and methodology of supervision***: The incumbent’s activities and outputs during the assignment will be identified, monitored, and evaluated based on an overall and quarterly results-oriented workplans to be established at the beginning of the assignment. The workplans include specific deliverables against which the performance of the incumbent will be appraised and evaluated.

**Duties and Responsibilities:**

The UN-REDD Programme Technical Assistant (PTA) will assist the UN-REDD Programme Manager with the day-to-day implementation of technical inputs for Programme implementation. Specifically, the PTA will be responsible for the following:

1. Assist the Programme Manager with the provision of technical inputs for the day-to-day activities related to UN-REDD programme;
2. Collection, compilation and analysis of information on latest technical developments in REDD+ at the international, regional, and national and sub-national levels;
3. Contribute technical support to the REDD+ and MRV Technical Working Groups;
4. Assist drafting of technical documents including report writing, working papers and Programme’s PowerPoint presentations;
5. Assist in the preparation of draft Terms of References for consultants, design workshop programs and meeting notes for the PMU;
6. Attend meetings related to UN-REDD when required and take minutes;
7. Liaise with all relevant stakeholders in public, private and civil society organisations as and when required;
8. Provide extra administrative and logistical support as and when required by the PMU; and
9. Perform other duties as required by the PM.

**Qualifications, Experience and Skills:**

The incumbent is expected to posses the following qualification and experience:

* Masters in Forestry, Environmental Science, Natural Resource Management, Geography or similar. (Candidates with Bachelor degree can apply);
* Minimum 3 years of professional work experience in project/programme implementation;
* Demonstrated knowledge and experience working on development issues particularly on forest/natural resource management and recently REDD in PNG;
* Ability to demonstrate commitment to any organisation vision, mission and values
* Familiar with research techniques and demonstrated experience in conducting research, undertake analysis and interpretation of data and documenting results;
* Proven ability to interact with a wide range of stakeholders from government agencies, civil society organisations, private sector and donors;
* Ability to work with individuals from different cultural/ national backgrounds; good interpersonal and communication skills
* Contributes effectively to team work and team outcomes and consistently approaches work with energy and a positive, constructive attitude.
* Fluent written and oral communication in Tok Pisin and English;
* Experience in writing reports, TORs, preparation of PowerPoint presentations and other documents is an asset; and
* Excellent computer knowledge (Word, Excel, PowerPoint) and hands-on experience.

1. *Pilot countries are Bolivia, Panama, Paraguay, Indonesia, Papua New Guinea, Vietnam, Democratic Republic of Congo, Tanzania and Zambia. At the Third Meeting of the UN-REDD Policy Board on 2 November, 2009, a further five countries joined the programme. They are Argentina, Cambodia, Ecuador, Nepal and Sri Lanka.* [↑](#footnote-ref-1)