

Vacancy Announcement

Institute for Global Environmental Strategies (IGES)

Regional Centre in Bangkok (BRC)

Position title:	Climate Change Technical Officer (1 position)
Responsible to:	Programme Manager and Director, IGES Regional Centre
Salary:	Depending on experience
Contract:	One year contract with 3 months probationary period and possible extension
Work hours/days:	Full-time (7.5 hours/day), 5 days per week except for Saturdays and Sundays
Place of work:	IGES Regional Centre in Bangkok (BRC)

[About IGES, IGES Regional Centre, and UNFCCC-IGES Regional Collaboration Center](#)

Established in 1998, the Institute for Global Environmental Strategies (IGES) is an independent, non-profit environmental policy think-tank, headquartered in Japan. IGES aims to achieve a new paradigm for civilization, conduct innovative policy development and strategic research for environmental measures, and reflect research results into political decisions for realising sustainable development both in the Asia-Pacific region and globally.

IGES Regional Centre in Bangkok, Thailand (BRC) works on critical environmental and sustainable development issues and is IGES' main arm for collaborating with local and international partners in Asia and the Pacific. BRC works closely with partners and governments to deliver real change on the ground by facilitating dialogue, conducting research and sharing replicable practices that are useful for policymakers. BRC's activities focus on four key areas: climate change adaptation; climate change mitigation; environmental safeguards; and local and city initiatives.

In September 2015, IGES and the UN Climate Change secretariat jointly launched a Regional Collaboration Center (RCC) for Asia and the Pacific. The RCC, hosted by IGES Regional Center, is dedicated to the objectives of the United Nations Framework Convention on Climate Change, the Kyoto Protocol, and the Paris Climate Change Agreement. It helps channel local, regional and global resources into climate action, to facilitate the implementation of countries' Nationally Determined Contributions (NDCs) to the Paris Agreement, National Adaptation Plans, roadmaps for implementation of the 2030 Agenda for Sustainable Development, and other relevant policies and strategies of countries in the region. For more about RCC Bangkok activities, please visit our webpage (<https://unfccc.int/about-us/regional-collaboration-centres/rcc-bangkok>).

1. Position

The Climate Change Technical Officer reports directly to the Programme Manager and ultimately to Director of IGES Regional Center and is responsible for undertaking and managing RCC and IGES activities. A dynamic person with strong interest and experience in climate change and environmental

measures; proficient at English communications; and proactive in taking up multiple challenging tasks with an attention to details is suitable for this position.

2. Duties and responsibilities

Under the general supervision of the Programme Manager, the Climate Change Technical Officer will perform the following duties:

- (i) Facilitate the engagement between RCC and regional and national centres, networks and institutions that are active in promoting climate change adaptation in the region;
- (ii) Monitor and track adaptation activities in the region and operate a regional database of adaptation-related stories, influencers, stakeholders, and institutions;
- (iii) Generate regional input to the work of various adaptation-related institutional arrangements under the UNFCCC (i.e., the Adaptation Committee, the Least Developed Countries Expert Group, the Executive Committee of the Warsaw International Mechanism for Loss and Damage, the Nairobi Work Programme, and the Facilitative Working Group of Local Communities and Indigenous Peoples Platform);
- (iv) Assist countries in identifying investment opportunities and developing project pipelines according to their climate priorities;
- (v) Assist countries in reaching out to relevant financial institutions to mobilize resources for the implementation of their climate finance strategies;
- (vi) Gather intelligence via surveys, questionnaires, or email campaigns according to thematic topics (i.e., Nationally Determined Contributions, Transparency & MRV, private sector engagement, etc.);
- (vii) Conduct independent policy research and assessment; draft policy briefs, analytical papers, and synthesis reports; and make substantive contributions to RCC's and IGES' publications;
- (viii) Assist RCC and IGES in organizing workshops and events, drafting concept notes and other documentation, identifying speakers, and reaching out to partners and potential speakers;
- (ix) Assist RCC and IGES in fund raising and proposal writing;
- (x) Carry out any other additional tasks as may be assigned by the Programme Manager and/or Director of IGES Regional Center as necessary.

3. Qualifications

- (i) Master degree in environmental science or climate change, development finance, economics, international development, or other related disciplines;
- (ii) At least 3 years of working experience in implementing projects and networking in climate change, natural resource management or a related field;
- (iii) Experience in reading and writing technical documents and conducting independent climate policy analysis and research;
- (iv) Strong technical knowledge and expertise in climate change adaptation would be a distinct advantage;
- (v) Demonstrated working experience in at least one of the following areas: NDC, Transparency & MRV, climate finance, and carbon market mechanisms;
- (vi) Proficiency in MS Office (Word, Excel, PowerPoint);
- (vii) Excellent command of English (writing, reading, and speaking); a good knowledge in other languages such as Thai or Japanese would be an advantage;

- (viii) Experience in working in international organizations is preferred;
- (ix) Ability to take initiatives, perform multiple tasks under pressure, work in a team, and prioritize tasks to deliver assignments on time in accordance with IGES regulations/procedures while paying attention to details.
- (x) Thai nationality is preferred.

4. Term of Employment

In principle, the term of this employment is for one year with a probationary period of three months in the initial employment period. The term could be extended after the contract period if fund is continued and performance is satisfactory.

5. Place of Work

IGES Regional Center located in downtown Bangkok (604 SG Tower, 6th Floor 161/1 Soi Mahadlek Luang 3, Rajdamri Road, Patumwan, Bangkok 10330).

6. Compensation

Salary will conform to BRC's payment system. Relevant work experience, research career, and professional skills will be taken into account.

7. Working conditions

Annual paid leaves of 20 days are provided. Other holidays conform to the practice in Thailand and in accordance with the relevant rules at BRC under Thai laws.

8. How to Apply

A cover letter, recent CV, salary history, and a writing sample must be sent by email to the following addresses. Reference letter(s) from your supervisors in the past positions (latest preferred) must be sent directly by them to the email addresses below. The position will remain open until filled. Only short-listed candidates will be contacted.

Send your application to:

Ms. Ariel Yu (yu@iges.or.jp), copy Ms. Sunantha Koh-Ten(koh-ten@iges.or.jp)

The application documents are not returnable.