I. Position Information

| Job Code Title: Policy Advisor – Climate Change | Proposed Grade: L4 |
| Position Number: | Approved Grade: L4 |
| Department: UNDP Viet Nam | Position Classified by: OHR, UNDP New York |
| Reports to: CD/DCD (P) | Classification Approved by: Ms. Naira Grigorian |
| Reports: | HR Specialist, OD & BBU, OHR |
| Position Status: /non-Rotational) | UNDP, New York |

II. Organisational Context

In the context of the One UN reform, the UN system in Viet Nam has identified a number of interventions related to the causes and potential effects of climate change in the country. As part of its portfolio, UNDP has developed several programmes in the areas of environment, energy, and disaster reduction, all of which are directly related to climate change. UNDP has also been actively engaging in the development of a policy dialogue and sharing of best experiences with respect to climate change related issues. It is anticipated that this work will further develop as the issue of climate change is gaining importance in the development agenda of Viet Nam.

Under the guidance of the UNDP Country Director and under the direct supervision of the Deputy Country Director (Programme), the Policy Advisor on climate change provides advice on policies and trends and relevant linkages to all UNDP programmes related to climate change. The Policy Advisor works closely with Government counterparts to identify alternative policy options and to enhance the policy impact of UNDP projects and programmes. He/she contributes to UNDP’s policy dialogue with the Government and donors and facilitates knowledge building and sharing.

The Policy Advisor is part of the policy team in UNDP Viet Nam and works together with a team of other Policy Advisors. The advisor conducts analysis and provide the UN Country Team and senior Government officials with policy advice and alternative policy options related to climate change adaptation and mitigation. He/she contribute to knowledge sharing by providing examples of best practices and information on latest developments regarding climate change. In the context of
the One UN reform, the Advisor interacts closely with UNDP and UN programme staff to facilitate synergies between all climate change related programmes and maximize the impact of UN interventions in that area. He/she maintains a network with colleagues from UNDP, UN Agencies, IFIs, Government officials, multi-lateral and bi-lateral donors and civil society and engages in a substantive dialogue with national and international stakeholders.

### III. Functions / Key Results Expected

**Summary of key functions:**
- Provide advice to UNDP on climate change and contribute to the quality and impact of UN/UNDP interventions in all areas related to climate change
- Provide advice to Government counterparts and facilitate knowledge building on climate change
- Build strategic partnerships and develop joint dialogue initiatives on climate change
- Advocate and promote UNDP’s mandate and mission

1. Provide **advice and support to UNDP management/staff, programmes and projects** focusing on achievement of the following results and impact of UN/UNDP interventions in all areas related to climate change

   - Production of periodic updates and briefs on country development situation on climate change to be used by UNDP and the UN system in Viet Nam
   - Identification of entry points for UN/UNDP interventions on climate change at the policy and programmatic levels; formulation of substantive recommendations on the approach and content of those interventions
   - Identification of possible areas for UNDP support and adjustment of on-going programmes to ensure that UNDP programmes are in line with national policies and priorities
   - Strategic recommendations to ensure programme impact and synergies between project addressing climate change related issues.
   - Systematic monitoring of the progress and impact of UNDP interventions related to climate change in Viet Nam, identification of data gaps and capacity issues, and development of strategies to support
   - Substantive inputs to CCA, UNDAF, CPD, CPAP and other strategic documents.
   - Contributions to the development and implementation of UNDP programme and projects as a member of the policy team and based on expertise
   - Quality inputs to sub-regional, regional and inter-agency initiatives related to climate change

2. Provide **advice to Government counterparts and facilitation of knowledge building** focusing on achievement of the following results:

   - Provision of policy options on climate change to Government and other development actors
   - Contributions to the development of policies and national documents related to climate change
• Effective knowledge sharing on climate change by documenting lessons and good practices from different projects and other country experiences, and developing knowledge-based tools (including policies, strategies, guidelines, etc);
• Regular assessments of Viet Nam’s climate change policies and their impact on the country development, and production of strategic paper on this issue
• Capacity building of UNDP/UN staff and Government officials through on the job training and regular briefings on relevant new tools and skills related to climate change

3. Participate in the **building of strategic partnerships and implementation of joint dialogue initiatives** focusing on achievement of the following results:

- Organisation of, and substantive contributions to a high level policy dialogue mechanisms on climate change issues with key stakeholders
- Development of close working relationship with key policy makers, senior Government representatives, donors, researchers, civil society, private sector, etc;
- Development of a network with national and international institutions and experts specializing in climate change, and identification of opportunities for partnerships
- Synergies and partnerships with global and regional initiatives on climate change
- Management of, and substantive contributions to a research programme on climate change and its implication for development, including in particular local governance and poverty reduction.

4. **Advocacy and promotion of awareness of UNDP’s mandate and mission** focusing on achievement of the following results:

- Effective advocacy on UN core values and UNDP’s policies on climate change in the dialogue with the Government and other stakeholders
- Substantive inputs to UN/UNDP policy notes, statements, publications, articles, etc., for important events (e.g. CG meetings, donor forums, international conferences, etc.)
- Management of events and publications on climate change issues, including in-country reports, advocacy of the main reports findings among relevant Government agencies, civil society organisations and donors

**IV. Impact of Results**

The key results of the post will strengthen UNDP’s policy role through research, formulation of advice and recommendations and contributions to the national policy dialogue. Results will also enhance the quality and impact of UNDP programmes and projects. Key results will lead impact on the creation of strategic partnerships as well as joint dialogue initiatives. The visibility and substantive role of UNDP in addressing climate change, its causes and consequences for the national development process in Viet Nam will be strengthened.
V. Competencies

Corporate Competencies:
- Demonstrates integrity by modeling the UN’s values and ethical standards
- Promotes the vision, mission, and strategic goals of UNDP
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favoritism

Functional Competencies:

Knowledge Management and Learning
- Shares knowledge and experience and contributes to UNDP Practice Areas and actively works towards continuing personal learning and development
- Ability to provide top quality policy advice services on climate change issues
- In-depth practical knowledge of inter-disciplinary development issues
- Ability to conduct research and analysis and formulate concrete recommendations based on those

Development and Operational Effectiveness
- Ability to lead strategic planning, results-based management and reporting
- Ability to go beyond established procedures and models, propose new approaches which expand the range of programmes
- Ability to work with minimal supervision
- Ability to lead formulation and evaluation of development programmes and projects

Management and Leadership
- Focuses on impact and result for the client and responds positively to critical feedback
- Encourages risk-taking in the pursuit of creativity and innovation
- Leads teams effectively and shows conflict resolution skills
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates strong oral and written communication skills
- Builds strong relationships with clients and external actors

VI. Recruitment Qualifications

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<th>Education:</th>
<th>Master degree in sustainable development, environment, energy, geography or related field, and including socio-economic issues linked to environmental changes.</th>
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<td>Experience:</td>
<td>A minimum of 10 years of relevant professional experience working on sustainable development and international development cooperation</td>
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- Experience in conducting policy analysis and providing policy advice at senior level
- Management experience, including supervision of consultants and coordination of research project teams in a multi-disciplinary and multi-cultural environment
- In-depth understanding of climate change and sustainable development issues, and their practical implications on the socio-economic development processes
- Proven record in the writing of research papers, policy analysis and recommendations, reports and publications
- Previous work experience in Viet Nam is a distinct asset.
- Extensive experience from policy-related work, planning and management of development cooperation, monitoring and evaluation of development projects and programmes
- Knowledge of donor practices and modalities. Familiarity with UNDP policies and programming practices
- Excellent computer skills, including full working knowledge of standard word processing, spreadsheet and presentation software packages

## Language Requirements:
- Excellent oral and written communications skills in English
- Working knowledge of other UN languages is an asset
- Knowledge of Vietnamese language is a strong advantage

### VII. Signatures- Post Description Certification

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<th>Incumbent  (if applicable)</th>
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<tr>
<td>Name</td>
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<td>Supervisor</td>
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<td>Chief Division/Section</td>
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Christophe Bahuet, DCD (P)
| Name / Title | Signature | Date |