UNITED NATIONS DEVELOPMENT PROGRAMME
JOB DESCRIPTION

I. Position Information

Job Code Title: Policy Support Officer Climate Change
Position Number: 
Department: Programme
Reports to: Policy Advisor, Climate Change
Duration: 1 year with possibility of extension
Position Status: (Rotational/non-Rotational)
Current Grade: 
Proposed Grade: Local ALD 2
Position Classified by: 

II. Organizational Context

Under the guidance and direct supervision of the Policy Advisor on Climate Change, the Policy Support Officer Climate Change is responsible for assisting the work of the Policy Advisor, in close collaboration with the staff of the Sustainable Development Cluster, Support Officers of other Policy Advisors, the operations team, programme staff in other UN Agencies, and Government officials, technical advisors and experts, multi-lateral and bi-lateral donors and civil society.

III. Functions / Key Results Expected

Summary of Key Functions:
- Support the implementation of UN climate change policy activities
- Support climate change policy research and advocacy
- Ensure communication and facilitation of knowledge building
- Provide of some administrative support to the Policy Advisor Climate Change

1. Supports implementation of UN climate change policy activities focusing on achievement of the following results:
   - Preparation of substantive inputs to the Policy Advisor Climate Change with analysis and research of the legal, political, social and economic situation in the country in relation to climate change
   - Monitoring Vietnamese media, Government laws/decrees/announcements and other sources of information to keep abreast of trends and developments relevant to climate change in Viet Nam, analyzing and summarizing this information and briefing the Policy Advisor Climate Change and the Sustainable Development Cluster (SDC), and other colleagues in the UN and UNDP as appropriate in a timely and proactive manner
   - Support the Policy Advisor and SDC in development and maintenance of partnerships on climate change with government institutions (including SDC managed projects), bi-lateral and multi-lateral donors, the private sector, and civil society, based on strategic goals of UNDP, country needs and donors’ priorities.
   - In cooperation with the SDC and national partners in the context of the National Target Programme on Responding to Climate Change, analysis and research of information and preparation of substantive briefs on possible areas of cooperation, identification of opportunities for initiation of new projects, and active contribution to the overall office effort in resource mobilization.
2. Supports **climate change policy research and advocacy**, focusing on achievement of the following results:
   - Assisting the Policy Advisor Climate Change with management of the work programme on climate change research and advocacy, and ensuring seamless and efficient delivery of all activities, in close collaboration with the Sustainable Development Cluster and other Policy Support Officers, as well as selected donor and iNGO staff,
   - Preparation of research TORs, tender documents
   - Supporting the development of research partnerships with national and international institutions to assess climate change problems and needs in collaboration with the SDC and Government project-partners, and other strategic partners.
   - Taking part of field work of selected research projects
   - Supporting the formulation of information materials for high level policy dialogues

3. Ensures **communication and facilitation of knowledge building**, focusing on achievement of the following results:
   - Identification and synthesis of best practices and lessons learnt directly linked to Viet Nam's policy goals on climate change
   - Providing quick informal translations of media articles and short documents as required
   - Identifying and liaising with resource persons and materials within Viet Nam on climate change
   - Liaising with resource persons and materials within UNDP (international) and UNDP-funded projects (national) on climate change
   - Enabling preparation and finalization of publications, in support of the Policy Advisor on Climate Change and in close collaboration with SDC and national partners, project based Senior Technical Advisors, contracted consultants, and the UN Communications Teams

4. Provision of minor (additional) **administrative support** to the Policy Advisor Climate Change as required

---

**IV. Impact of Results**

The key results have an impact on the success of the work of the Policy Advisor Climate Change in close collaboration with other Policy Advisors and their support staff, the Sustainable Development Cluster, and other programme units. In particular, the key results have impact on the design, operation and programming of climate change relevant policy research and communication, policy dialogues, and other activities of the Policy Advisor Climate Change, and in the creation of strategic partnerships between UNDP, the Government of Viet Nam, donors and NGOs.

---

**V. Competencies**

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

**Functional Competencies:**

**Knowledge Management and Learning**
- Promotes a knowledge sharing and learning culture in the office
- In-depth knowledge on legal and judicial reform in Viet Nam and other development issues
- Able to present research results in a clear and accessible manner
- Able to archive and retrieve research results in a logical manner facilitating quick retrieval and underlining cross-linkages

**Work-Planning and Organization**
- Able to plan, prioritise and organize working schedule effectively, including the ability to manage complex tasks
- Adopts proactive approach, looking out for opportunities to enhance UNDP’s work in the governance sector
- Consistently approaches work with energy and a positive, constructive attitude

**Communication and Teamwork**
- Demonstrates strong oral and written communication skills
- Builds strong relationships with clients and external actors
- Focuses on impact and result for the client and responds positively to feedback
- Remains calm, in control and good humoured even under pressure
- Demonstrates openness to change

### VI. Recruitment Qualifications

| Education: | • Bachelors Degree in Environmental Sciences or related field, or preferably a post-graduate degree. |
| Experience: | • Minimum 5 years work experience on sustainable development issues in Viet Nam. Experience in relation to climate change highly desirable, especially in policy-relevant research. |
| Language Requirements: | • Fluency in English and Vietnamese |

<table>
<thead>
<tr>
<th>Incumbent (if applicable)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Signature</td>
</tr>
<tr>
<td>Supervisor</td>
<td></td>
</tr>
<tr>
<td>Koos Neefjes, Policy Advisor CC</td>
<td>Signature</td>
</tr>
<tr>
<td>Chief Division/Section</td>
<td></td>
</tr>
<tr>
<td>Christophe Bahuet, DCD (P)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name / Title</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>