

25 February 2022

## **Position Announcement: Programme Officer at the Caribbean Cooperative Measurement Reporting and Verification Hub**

The Caribbean Cooperative Measurement Reporting Verification Hub (MRV Hub) was launched under a five-year grant from the German Government's IKI Programme, with the Greenhouse Gas Management Institute as the Prime Contractor and the Windward Islands Research and Education Foundation (WINDREF) and the UNFCCC Regional Collaboration Centre in St George's (RCC-STG) as Implementing Partners. This Position Announcement is for a vacant Programme Officer position at the MRV Hub. The project's beneficiaries are the national governments of the 12 participating countries as well as existing and new experts engaged in MRV work in each of these countries. The Greenhouse Gas Management Institute (GHGMI) is actively seeking a qualified candidate to help build an organization supporting Caribbean countries to address climate change and manage their greenhouse gas emissions.

The MRV Hub is based in Grenada and works with 12 English-speaking CARICOM countries: Antigua & Barbuda, The Bahamas, Barbados, Belize, Dominica, Grenada, Guyana, Jamaica, Saint Lucia, St. Kitts & Nevis, St. Vincent & the Grenadines, and Trinidad & Tobago (Member Countries).

The ideal candidate will have a background in international climate negotiations and climate mitigation policy, experience with MRV for international Party reporting, the acumen and initiative to manage a diverse workload on deadline, and an entrepreneurial spirit and willingness (and ability) to learn new skills.

**Start Date:** Immediately  
**Location:** Based in one of the MRV Hub 12 member countries, or willingness to relocate to the Caribbean is required  
**Type:** Full-Time  
**Salary range:** Commensurate with experience and qualifications

### **Responsibilities**

Under the supervision of the MRV Hub Director and senior management team, the Programme Officer (PO) will contribute to the ongoing work of our educational, research, and professional programs. The PO is responsible for strategic planning, conducting and leading initiatives across multiple work streams to achieve our mission, including the following tasks:

- Act as the MRV Hub Liaison to the UNFCCC, building on the previous close working relationships and collaborations between the MRV Hub and the RCC-STG.

- Attending scheduled bi-monthly calls with MRV Hub member countries, as well as in-country meetings to strengthen our ties and deepen our understanding of national circumstances and obstacles faced by Parties in the region.
- Coordinate the provision of regionally appropriate guidance and training opportunities to build technical capacity and practical skills of regional participants tailored specifically to SIDS and developing countries. Responsibilities will include leading the planning and delivery of multi-country workshops, webinars, and training sessions on modalities, procedures and guidelines (MPGs) of the enhanced transparency framework (ETF), Paris rulebook, and identified climate change priorities.
- Support the completion of the MRV Hub's transition to a sustainable regional service institution, working closely with the MRV Hub Steering Committee, the transition sub-committee, and the MRV Hub senior management team.
- Help our team support countries in the Caribbean in their reporting to the United Nation's Framework Convention on Climate Change (UNFCCC)
- Support our team with outreach and sensitization of public and private data keepers, stakeholders, and government representatives to identify, gather and archive missing in-country data and input parameters.
- Assist the senior project management team as needed, on quick turn-around tasks and assignments, and in the completion of all IKI grant deliverables and outcomes.

### **Required Qualifications and Experience**

- Undergraduate degree in engineering, or degree in science, environmental management, climate change studies, economics, or similar is required. A post-graduate degree (MSc or equivalent) would be an advantage.
- At least 6 years of relevant work experience
- Experience working in the Caribbean region and/or with the Alliance of Oceanic and Small Island States (AOSIS)
- Familiarity with
  - international climate change negotiations,
  - the UNFCCC and the Paris Agreement,
  - the requirements of reporting National Communications, NDCs, BURs, and BTRs,
  - the requirements for establishing and operating national MRV systems.
- Strong communication skills in English (speaking and writing)
- Good knowledge of Microsoft Office applications, particularly Word & Excel
- Ability to work on a diverse team with varying technical backgrounds and specialties

## Application instructions

Please send to [careers@ghginstitute.org](mailto:careers@ghginstitute.org) the following three items:

1. Your C.V.
2. A short writing sample (no more than 5 pages), and
3. A cover letter.

Only complete applications will be reviewed. Applications will be reviewed as they are received and on a rolling basis.

GHGMI was established in 2007 with the mission to address climate change by building and developing a global community of experts with the highest standards of professional practice in measuring, accounting, auditing and managing greenhouse gas emissions, meeting the needs of governments, corporations, and organizations large and small. For more information go to [www.ghginstitute.org](http://www.ghginstitute.org).

*GHGMI is a U.S. 501(c)(3) registered charitable nonprofit organization. It operates as a uniquely virtual organization to minimize its carbon footprint. All staff telecommute from home offices.*

*GHGMI is committed to providing equal employment opportunities.*