

Vacancy Announcement

Job Title: Project Research Assistant, Green Climate Fund Readiness Project in Lebanon

Duty Station: Beirut, Lebanon

The South Centre was established in 1995 as a permanent inter-Governmental organization of developing countries. It has full intellectual independence in working towards the establishment of a fair, equitable, and rule-based global order. In responding to the needs of the South, it is open to new ideas and approaches (including multilateralism and regionalism) that can promote better South-South and North-South dialogue and cooperation.

In that context, the South Centre is seeking to recruit a Project Research Assistant, in the implementation of the 'GCF Readiness and Preparatory Support project' with the Ministry of Environment, Lebanon. The Project Research Assistant shall report to the National Technical Coordinator in Lebanon and the Program Coordinator, Sustainable Development and Climate Change program at the South Centre.

General Terms:

- The Project Research Assistant will be engaged on a full time basis by the South Centre until 31 March 2021, which may be renewed subject to satisfactory performance and the availability of funding;
- The selected candidate will work under the direct supervision of the National Technical Coordinator in Lebanon and the Program Coordinator, Sustainable Development and Climate Change program.

Qualifications, Experience and Skills

Education:

- Bachelor Degree in Environmental Sciences (Geography, Environmental Health, Environmental Management, Environmental Technology, Environmental Policy, etc.), climate science or related field;
- Master degree in above mentioned fields is an asset. Background in other areas may be considered based on experience and performance in previous positions.

Experience:

- 2 years of relevant experience
- Familiarity with UN/multilateral processes is an asset

Language and Other skills:

- Fluency in both spoken and written English and Arabic. French is a plus.

Job Description:

Under the supervision of the National Technical Coordinator and the Programme Coordinator of the South Centre, the Project Research Assistant shall carry out the following tasks:

Research and technical Tasks:

- Perform research on matters related to climate finance, institutional arrangements, GCF no objection procedures, private sector engagement in climate action, gender, sustainable development and other topics as instructed. Compile recommendation on best practices and case studies when relevant.
- Assist in preparing concept notes for meetings and projects.
- Review project outputs and submitted drafts and final reports of consultants and ensure that they are in compliance with the Terms of References and GCF guidelines.
- Assist in bringing awareness and visibility on the project and the GCF funding options, priorities and requirements.
- Track activities related to the development and implementation of a public communication strategy including social media, media releases, web-based discussions. Assist in arranging for the production and dissemination of communication material in both Arabic and English.
- Assist the MoE with GCF related issues as instructed.
- Support the climate change office at the MoE in tasks related to the implementation of other climate change projects.

Administrative Tasks:

- Assist in tracking all project activities including tasks of the consultants and companies, contractual arrangements, payment terms and requirements
- Assist in preparing workshops and project inception, progress and final reports in line with Lebanon's Ministry of Environment (MoE), the South Centre and the Green Climate Fund (GCF) reporting requirements.
- Assist in drafting press releases, communication material and other material as requested.
- Follow up on and update database of all project information, mailing list and reports provided by consultants, surveyors, and other data sources.
- Archive and maintain an up-to-date filing structure for all documents and activities of the project.
- Assist in preparing for meetings and presentations as needed.
- Draft minutes of meetings and correspondence in English and/or Arabic, and follow up on correspondence.
- Follow up on financial matters and procurement processes with South Centre.
- Liaise with different project partners and stakeholders, including NGOs, private and public entities as instructed.
- Perform additional tasks, within scope of work and as required by the MoE.

Work implies frequent interaction with the following:

Officials at Ministry of Environment, other Officials, community groups and other stakeholders within Lebanon, the officials at the Green Climate Fund and the staff of the South Centre.

Results expected:

Assistance in the effective and coherent work program implementation on the Green Climate Fund Readiness Project, including on issues and activities that are responsive to the needs of Lebanon's Ministry of Environment; support in the development and implementation of assigned program activities; contribution to the provision of well-researched and sound analysis of issues; support the preparation of draft and/or final research outputs, briefing notes and other program documents; effective and timely liaison and interaction with colleagues and concerned parties internally and externally.

Competencies:**Professionalism and technical skills**

- Understanding of Lebanon's environment and climate change issues.
- Working and liaising with public administration, development partners, United Nations system, NGOs, academia, and the private sector.
- Conscientious and efficient in observing deadlines and achieving results.

Functional skills and abilities

- Commitment to problem solving and critical thinking;
- Strong research and analytical skills;
- Excellent communication and organizational skills;
- Ability to work independently and under stress;
- Team player;
- Proactive, motivated and meticulous with an ability to be flexible and adaptive;
- Strong exposure and knowledge of Microsoft office applications, mainly, Excel, Word, Power Point.

Contract type and Remuneration:

Consultancy contract, with a monthly remuneration of US\$ 1,500

Selection Process:

Applicants should send their CVs and a motivation letter in English at applications@southcentre.int (stating the Job title within this vacancy announcement) no later than CET 24.00 hrs. on 28 February 2020

Copies of qualifications, previous employment certificates, publications etc. should not be sent with the application. These may be requested at later stage.

Only short listed candidates would appear for an interview. Only successful candidates shall be contacted and thus candidates are kindly requested to refrain from enquiring about progress of their application.

The selected candidate is expected to take up the assignment latest by 01 April 2020.

About the South Centre:

The South Centre is the inter-governmental policy research institution of developing countries, with currently 54 developing country member States from Africa, Asia and the Pacific, and Latin America and the Caribbean. The South Centre promotes more effective South-South cooperation and coordination, supports developing countries in participating in and voicing their development interests and priorities more effectively in various multilateral and regional development policy-related issues and fora, and provides policy advice and technical assistance to governments on their national development-related policies.

The main activities of the Centre are policy research and analysis, convening of meetings and conferences for developing countries to share views and experiences, and technical assistance and capacity building activities. The issues taken up by the Centre include international and regional trade policy, global macroeconomic and finance issues, global public health, innovation and intellectual property policy, climate change, environment and sustainable development, international economic issues including tax policy, external debt and international investment policy; human rights policy; global governance for and North-South relations, South-South cooperation, and global governance for development. The South Centre has three major institutional pillars: The Council of Representatives in which the Member States are represented; the Board comprising a Chairperson and members who act in their individual capacities and provide guidance to the Secretariat; and the Secretariat headed by the Executive Director which implements the activities of the South Centre. The Secretariat is accountable to and works under the guidance of the Board and the Council.