

Job Description

Adviser and Manager, Commonwealth Climate Finance Access Hub (CCFAH), EYSDD - Climate Section, The Commonwealth Secretariat

Location: Port Louis, Mauritius

Duration: 2 years (with the possibility of extension in line with the institutional changes and availability of budget)

**Responsible to 1. Head, Climate Change Section, Commonwealth Secretariat.
2. Supervisor, Government of Mauritius.**

Start Date: TBC

Remuneration: £62,000 plus benefits

A. Overview

The Commonwealth Climate Finance Access Hub (CCFAH) aims to improve and strengthen the climate resilience of small and other vulnerable Commonwealth countries through improving their access to climate finance. The mandate of the CCFAH emanates from the Commonwealth Heads of Government's endorsement of November 2015 in Malta, and the Hub has been operational since 2016.

The CCFAH seeks to strengthen the capacity (human and institutional) of key ministries and agencies mandated to attract and manage climate finance in small and other vulnerable states; support the development of a pipeline of climate change projects in these countries; increase the evidence base on climate finance, with particular focus on small and other vulnerable states; and advance the Secretariat's climate finance advocacy. The Hub also aims to enable member states to realise the targets set out in the Paris Climate Change Agreement and catalyse the attainment of the 2030 Sustainable Development Goals (SDGs).

The Hub has a Steering Committee which is responsible for providing strategic and policy guidance and advise for the governance of CCFAH to ensure principles of transparency and accountability as well as to make sure that risk management is robust. As of Feb 2024, the CCFAH has supported member countries in mobilising USD 327 million of climate finance with USD 500 million in the pipeline. This Adviser and Manager position is poised to further scale-up such delivery of technical assistance towards enhancing climate finance access across the Commonwealth.

B. Duties and Responsibilities

I. Institutional Development and Enhancement of the Commonwealth Climate Finance Access Hub (CCFAH)

- Working in close coordination with the climate change section, develop and strengthen relevant technical instruments and procedures to guide the operations of the Hub with a focus on the CCFAH Operational Manual, Sustainability Plan, Monitoring and Evaluation Framework as well as taking forward the recommendations of the 2020 independent evaluation of the Hub.
- Develop comprehensive stakeholder engagement plan for effectively and appropriately engaging all relevant CCFAH stakeholders and increasing visibility of CCFAH as part of the Commonwealth Climate Change Programme working in close coordination with the climate change section.
- Strengthen and maintain strategic relationships with CCFAH beneficiary countries cultivating an in depth understanding of technical, institutional, and wider political contexts in which CCFAH interventions are being delivered, in line with the new Strategic Plan of the Commonwealth Secretariat.
- Identify and implement innovative and cost-effective ways of enhancing the capacity of beneficiary countries and entry points for other Commonwealth Member States to benefit from CCFAH.
- Build relationships with the various institutions that provide climate finance and, establish partnerships with other institutions involved in capacity building for climate finance.
- Facilitate capacity needs assessment for regional and national institutions on climate finance.
- Mainstream gender and youth in capacity building initiatives.

II. Management and Administration

- Strengthen and build on existing CCFAH procedures and instruments to guide the functioning and operations of the Hub, developing new systems where required in response to growth in programming and evolving climate finance space.
- Supervision of the Commonwealth Regional Advisers and overall oversight of Commonwealth National Climate Finance Advisers (CNCFAs), providing necessary guidance and support, raising, managing performance in accordance to work plans and if necessary, scaling up any issues with the Head of Climate Change.
- Manage CCFAH Experts Pool and lead the recruitment process for CNFAs and other technical experts deployed through the Hub, coordinating accordingly with the other Commonwealth Secretariat internal teams such as HR.
- Ensure that the outputs produced through CCFAH meet high-quality standards and that reports, and other documents are clear, objective and based on comprehensive data.
- Contributes to resource mobilization for CCFAH and related programming to support member countries to implement climate change adaptations and mitigation actions.



- Promote visibility of the Commonwealth Secretariat and CCFAH as a key flagship initiative at national, regional and international level, contributing accordingly and as required to communicate products events and meetings.
- Undertake quarterly review meetings with respective country supervisors (Government counterparts) to review progress around reports (inception, monthly, 6 monthly and annual) submitted by the CNFAs against the agreed log-frame in the coordination with the Commonwealth Regional Advisers wherever possible.
- Establish new and advance existing suite of services and outputs that would be offered by the Hub to member countries.
- Develop guidelines for facilitating the selection of projects to be supported under the technical mechanism including definitions and criteria for approved and pipeline projects as well as guidance on attribution.
- Day to day supervision and line management of the Central Hub personnel in Mauritius, providing guidance, support and performance management in accordance with work plans.
- Oversee the technical operations and administrative procedures of the Commonwealth regional climate finance advisers.

III. Knowledge Management

- Undertake a knowledge management needs assessment covering existing skills and gaps.
- Develop a knowledge management strategy to enhance the knowledge management mechanism component of the Hub and facilitate its implementation.
- Develop procedures and facilitate sharing of knowledge, experience and expertise.
- Establish a network of practice for climate finance and link the Hub into relevant existing knowledge hubs and networks as well as strengthen existing partnerships that have been forged.
- Document capacity building activities including technology transfer for sharing across the Commonwealth.
- Perform any other duties as may be required.

IV. Operational Management

- Budget monitoring, commitment control, advising Head of Section on over or underspend in relation to programme budget, budget forecasting, revisions and re-profiling following all financial and operational budget processes for the Secretariat in coordination with programme assistants.
- Coordinate projects and activities relating to Extra Budgetary Resources (EBR) in line with MOUs for CCFAH.
- In liaison with climate change section, coordinate and capture the required information and data for monitoring and evaluation including for Quarterly and annual Performance Reviews.
- Manage the outcome of reviews, taking responsibility for the implementation of resource management recommendations.



- Manage procurement and travel activities of the Hub, providing advice and guidance to administrative and programme assistants, in line with relevant policies.
- In liaison with the Climate Change section risk champion, coordinate and update the risk register of the Hub as part of project management cycle.
- Undertake internal and external reporting, monitoring, evaluation and communication of Hub results in the context of results-based management.

C. Required Skills and Experience

I. Educational Qualifications

- A Master's degree or equivalent in Environmental Studies, Climate Change, Environmental Economics, Natural Sciences, Project Management, Public Administration, or any other related subject.

II. Professional Experience

- 15 years proven experience in climate change including development and implementation of donor funded projects.
- Proven management and institutional development experience, with a track record of designing and scaling up programme functions.
- In depth understanding of climate finance issues, at the international and regional scales, with experience of the current climate finance landscape.
- Experience and understanding of country level issues in SIDS and LDCs, and concerns in access to resources and developing in-country capacity development and needs.
- Experience of designing and implementing gender and youth sensitive processes and policies.
- Knowledge of key stakeholders/actors engaged in climate finance for small and vulnerable countries.
- Demonstrated ability to work and deal successfully with stakeholder groups from a wide variety of technical and cultural backgrounds.
- Experience working with a cross-section of stakeholders, including senior government officials in small and vulnerable states (SIDS and LDCs), donor governments and organisations, as well as regional organisations.
- Experience in institutional and skill-based capacity development.
- Financial management experience in projects and programmes.

III. Skills

- Strong strategic thinking and operational planning capabilities.
- A proven track record of building and managing high performing teams.
- Ability to manage effectively and be solution-oriented
- Ability to engage and build consensus
- Strong verbal and written communication skills
- Strong administrative and organisational abilities.
- Good interpersonal skills and ability to work autonomously and in teams.
- Strong IT literacy and competency with MS Office, and the ability to set up and manage processes.

IV. Citizenship

To be considered, you must be a citizen of a Commonwealth country and be able to thrive in our multi-cultural environment.