



Regional Collaboration Centre – St. George's
Promoting Climate Action in the Caribbean

TERMS OF REFERENCE

DUTY STATION: St. George, Grenada

JOB TITLE: RCC Caribbean Administrative and Reporting Officer

BACKGROUND

The Windward Islands Research and Education Foundation (WINDREF), a 501 (c) 3 Research and Education Foundation, was established in Grenada in 1994. WINDREF seeks to advance health and sustainable environmental development through multi-disciplinary research and education programs. WINDREF strives for program excellence by promoting collaborative relationships between governments, internationally recognized organizations, academics and regional researchers.

In 2013, the UN Climate Change partnered with the WINDREF located at St. George's University (SGU) to establish the Regional Collaboration Centre for the Caribbean (RCC Caribbean). The RCC Caribbean, which is located on SGU's True Blue Campus in Grenada, is dedicated to the objectives of the United Nations Framework Convention on Climate Change (UNFCCC), the Kyoto Protocol, and the Paris Climate Change Agreement. The RCC channels local, regional and global resources into climate action to facilitate implementation of Nationally Determined Contributions (NDCs) to the Paris Agreement, National Adaptation Plans, roadmaps for implementation of the 2030 Agenda for Sustainable Development and other relevant policies and strategies. The Centre supports 16 countries across the Caribbean region, including Antigua and Barbuda, Bahamas, Barbados, Cuba, Dominica, the Dominican Republic, Grenada, Haiti, Jamaica, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Belize, Trinidad and Tobago, Guyana and Suriname.

The UNFCCC partners with organizations operating six RCCs globally, including:

1. RCC Asia-Pacific, covering Asia and the Pacific in partnership with Institute for Global Environmental Strategies (IGES);
2. RCC MENA-SA, covering Middle East, North Africa and South Asia, in partnership with World Green Economy Organization (WGEO);
3. RCC WACA, covering Western and Francophone Africa, in partnership with Banque Ouest Africaine de Developpement (BOAD);
4. RCC EASA, covering East and Southern Africa, in partnership with East African Development Bank (EADB);
5. RCC Latin America, covering Latin America, in partnership with UNEP;
6. RCC Caribbean, covering the Caribbean, in partnership with the Windward Islands Research and Education Foundation (WINDREF)

The overall objective of this newly created position is to support the RCC Caribbean Regional Lead in required administrative and reporting tasks for the implementation of the RCC Workplan.



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LOCATION AND DURATION

The assignment is for a period of one year with the possibility of extension thereafter, starting as soon as possible. The Administrative and Reporting Officer is expected to work in Saint George, and will be based at our location SGU.

REPORTING LINE

The Administrative and Reporting Officer will work under the direct supervision of the RCC Caribbean Regional Lead. The Officer will be contracted by WINDREF, the RCC Caribbean host organization.

OUTPUTS

The responsibilities include administrative, tracking and reporting tasks. In particular, the Administrative and Reporting Officer will provide support to the RCC Caribbean on the following matters :

- Daily support to stakeholder engagements (Parties, non-Party), including, *inter alia*, recording meeting notes, drafting emails, collecting necessary information and following up with stakeholders, UNFCCC central office teams and RCC Caribbean team in a timely manner, maintaining associated records (files, tables, and others) up to date and keeping close track of relevant timelines.
- Managing and maintaining RCC Caribbean records and databases. This includes, *inter alia*, populating tracking /reporting tables and recording files at RCC Caribbean and UNFCCC central office as needed within timeframes established, collecting inputs from relevant teams and stakeholders, ensuring records are being saved as per standards, are consistent across different sources and kept up to date.
- Supporting the effective implementation of the RCC Caribbean workplan, including *inter alia*, keeping track of relevant timeframes and calendars in consultation with the RCC Caribbean team, gathering necessary information from stakeholders and supporting associated reporting to UNFCCC Central office.
- Providing inputs, developing products, publication and reports to the RCC Caribbean team and Regional Lead, including researching, and collecting information as needed.
- Managing the RCC Caribbean email platform, including communicating with stakeholders in a timely manner in consultation with the RCC Caribbean and UNFCCC Central office teams
- Managing the RCC Caribbean Newsletters. This includes, *inter alia*, collecting inputs, preparing inputs for publication, obtaining Regional Lead approval and publishing
- Overall tracking of schedules, deliverables and important timelines, ensuring necessary follow-ups are completed within established timeframes
- Performs any other appropriate job-related activity required to achieve the goals of the RCC Caribbean



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REQUIREMENTS

- Educational background: University degree in business administration, management, environmental science, or a related discipline.
- Experience: Communicating with stakeholders, conducting research, managing data/databases, producing reports and materials for publication, supporting logistics. Experience with supporting previous UN agencies as well as knowledge in/ basic understanding of UNFCCC processes and/or climate change aspects is an asset.
- Job-related skills: Excellent management, writing/reporting, editing and communication skills. Being responsible, detail-oriented, organized, and pro-active. Proficient in Sharepoint, Microsoft Excel, Word, One Note and PowerPoint.
- Language requirements: Fluency in written and spoken English. Working knowledge of another UN language is an asset.

HOW TO APPLY

Candidates whose qualifications, and experience which match the job description should send their resume, a letter of application to MSantaella@unfccc.int. Applications will be accepted until **12th April 2024**.

Please indicate “**Admin and Reporting Office – RCC Caribbean**” in your email subject.