



TERMS OF REFERENCE FOR TECHNICAL OFFICER (TO) FOURTH NATIONAL COMMUNICATION PROJECT (NC4EGYPT)

Background:

According to Article 4, paragraph 1, and Article 12, paragraph 1 of the United Nation Framework Convention on Climate Change (UNFCCC), each Party shall communicate to the Conference of the Parties (COP), through the secretariat, the following elements of information: (a) a national inventory of anthropogenic emissions by sources and removals by sinks of all greenhouse gases not controlled by the Montreal Protocol, to the extent its capacities permit, using comparable methodologies to be promoted and agreed upon by the COP; (b) a general description of steps taken or envisaged by the Party to implement the Convention; and (c) any other information that the Party considers relevant to the achievement of the objective of the Convention and suitable for inclusion in its communication, including, if feasible, material relevant for calculations of global emission trends.

The main outcomes of the FNC is to update the National Greenhouse Gas Inventory; to revise, analyze and describe national programs that have aided in the reduction of GHG emissions; to identify policies and measures adopted for different national sectors which, directly or indirectly, have served in the reduction of GHG emissions or in the removal of gases through carbon sinks, as it will include a macroeconomic evaluation of these initiatives; and to carry out evaluations of impacts, vulnerability and adaptation strategy feasibility in priority sectors and systems in the country in the face of variability, climate change and projected extreme events.

The Egyptian Environmental Affairs Agency (EEAA) is partnering with UNDP on the implementation of the project activities in Egypt. Accordingly, the project is seeking to recruit a Technical Officer (TO) for the project reporting directly to the Project Manager. The contract will be a 3-month under evaluation and subject to be extended on an annual base.

Scope of Work:

A Technical Officer (TO) will be recruited to provide daily assistance to the Project Manager; the TO will be hired as a full-time project staff member for the duration of the project and will primarily assist and report to the Project Manager (PM). The TO tasks will include but not necessarily be limited to the following specific responsibilities:

- Manage and coordinate the day-to-day activities
- Follow up and coordinate the production of project outputs through the project consultants
- Establish and maintain good communication and coordination with stakeholders
- Assist the PM in preparing the workplan, and be responsible for following up, review and update workplan in coordination with PM
- Provide necessary guidance to consultants and sub-contractors in performing their function, and acts as a link between them and PM
- Organize and facilitate technical meetings and any other meetings with counterparts including government, donors, private sector, NGOs and other stakeholders, taking minutes of the meetings and report frequently to PM
- Prepare monthly progress updates, quarterly and annual reports as required by PM, EEAA, EU and UNDP
- Prepare the terminal report to PM
- Perform any other functions as required by the PM

Qualifications and Experience

- A minimum of university degree (Master's Degree is desirable) with experience in environment related issues and other related disciplines
- Good understanding of the national environment/development issues as well as national obligations towards the UNFCCC with an institutional development experiences.
- Experience relevant to the project and management.
- Experience with donor funded projects will be an added advantage



- Excellent communication (Written and Oral) Skills.
- Appropriate experience working with government, structures at local levels, and working with NGOs and private sector.
- Excellent inter-personal skills as well as working well within a team environment.
- Good command of English.
- Fresh graduates with engineering, science and agriculture backgrounds are also encouraged to apply

Expected competencies

- **Professionalism:** Knowledge and understanding of theories, concepts and approaches relevant to the area of work; good research, analytical and problem-solving skills; ability to apply judgment in the work environment; the capacity to plan own work and manage conflicting priorities.
- **Commitment to Continuous Learning:** Willingness to keep abreast of new developments in the field of work.
- **Communication:** Good verbal and written communication skills, including the ability to draft/edit a variety of written reports and to articulate ideas in a clear and concise style
- **Technological Awareness:** Ability to make effective use of required computer software and other equipment relevant to the post.
- **Teamwork:** Good interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural organization. Ability to provide effective support in relation to work conducted by colleagues.

All applications including updated CV and specifying the title of the post to be sent to the attention of both:

- **NC4Egypt Project:** NC4.Egypt@hotmail.com
- **Ms. Doaa Mohamed, Technical Officer, NC4Egypt Project** (email: doaa.mohamed12@gmail.com)
- **Only shortlisted candidates will be contacted**

Deadline: As announced on the website