

Position Announcement: Program Associate Caribbean Cooperative MRV Hub/ Greenhouse Gas Management Institute

The Caribbean Cooperative Measurement, Reporting, and Verification Hub (MRV Hub) and the Greenhouse Gas Management Institute (GHGMI) are seeking a qualified candidate to support Caribbean countries to address climate change and manage their greenhouse gas (GHG) emissions.

Specifically, we are recruiting a Program Associate for the Caribbean MRV Hub with expertise in GHG emissions inventories. The MRV Hub works with 12 English-speaking CARICOM countries: Antigua & Barbuda, the Bahamas, Barbados, Belize, Dominica, Grenada, Guyana, Jamaica, St. Kitts & Nevis, St. Lucia, St. Vincent & the Grenadines, and Trinidad & Tobago.

The ideal candidate will have a technical background and skill set (with substantive experience in GHG emissions quantification, national GHG emission inventory development, and capacity building) and the acumen and initiative to manage a diverse workload on deadline. Willingness and ability to learn new skills is required; advanced training and mentoring is also available.

DESIRED SKILLS

Technical delivery

- Support member countries in meeting their reporting requirements to the UNFCCC- inclusive of the transition to reporting under the Enhanced Transparency Framework.
- With little guidance, organize, coordinate, and lead the development of capacity-building training materials on MRV topics and lead in their delivery. This may include organizing, coordinating, and leading technical working groups, meetings, and online interactions with internal staff and external project partners.
- Lead the gathering of data and calculating GHG emissions for preparation of national GHG emissions inventories.
- Provide guidance and technical support for inventory sectors including Energy, Waste, Forestry, Agriculture, and Industrial Processes and Product Use. This may include using software tools and models to develop GHG inventories and run mitigation assessments and projections- country specific engagements.
- Teach and mentor experts in the Caribbean region on topics in GHG accounting and the IPCC Guidelines for National Inventories.

Project management

- Manage Caribbean project coordination and delivery by independently developing project work plans and track progress against project deliverables.
- Manage and cultivate existing funder relationships; identify new grant proposal opportunities and lead proposal writing processes.
- Lead on grant reporting and other aspects of maintaining relationships with funders.
- Lead project meetings with consortium partners to exchange information, provide project updates, and solve emerging challenges.
- Work collaboratively with colleagues to identify strategic approaches for project and program implementation across the organization.

External representation

- Establish and manage relationships with senior government partners and stakeholder organizations in the Caribbean. Represent the Caribbean MRV Hub externally to strengthen its profile.
- Provide thought leadership around specific topics and emerging practice areas through presentations, blog posts, and publications.
- Represent the Caribbean MRV Hub at various forums and events.

Minimum Qualifications and Experience

- Undergraduate degree in engineering (preferred), 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 5 years of work experience
- Knowledge and/or experience with living and working in the Caribbean region. Broader experience working in an international context is an advantage.
- Strong verbal communication skills in English.
- Good knowledge of Microsoft Office applications, particularly Excel and PowerPoint.
- Ability to work on a team with diverse technical backgrounds and specialties.

Desired Qualifications and Experience

- Relevant experience in the field of air pollutant emission inventories and GHG accounting
- Familiarity with the UNFCCC and the Paris Agreement
- Familiarity with the 2006 IPCC Guidelines for National GHG Inventories
- Familiarity with UNFCCC processes and the requirements of reporting National Communications, and BURs/BTRs, and/or experience with applying UNFCCC GHG inventory reporting guidelines
- Understanding of emission targets and Nationally Determined Contributions (NDCs)
- Technical understanding of GHG standards and protocols, industry/association GHG quantification guidelines, auditing and verification
- Experience with GHG mitigation and/or GHG reduction projects

Abilities and Characteristics

- Passion for the mission of GHGMI and the MRV Hub
- Self-motivated to perform tasks and solve problems
- Results-oriented with high productivity
- Excellent organizational abilities
- Interest in learning about new subject areas
- Highly ethical behavior
- Communicate and work effectively in a virtual office environment with staff, stakeholders, and external parties
- Willingness to accept a flexible working environment

CULTURE

GHGMI and the Caribbean MRV Hub are, by design, remote, work-from-home organizations (including during non-pandemic times). You will have the chance to learn from leading experts in the field and gain

experience in large, internationally funded grants and contracts. We provide competitive compensation and a generous paid time off policy.

Compensation: Will be commensurate with experience. At the Caribbean MRV Hub and GHGMI, we recognize that attracting the best talent is key to success. As a result, our salary ranges reflect a good faith estimate to provide fair compensation based on the candidate's expertise and skills. Note: that the final salary offer will be provided in the local currency of the selected candidate.

Start Date: Immediately

Location: Experience living/working in the Caribbean, with a preference for candidates currently based in one of the MRV Hub 12 member countries, or willingness to relocate to the Caribbean.

Type: Full-Time, Permanent

HOW TO APPLY

Please send your resume/CV, along with a cover letter explaining how your qualifications are a good fit and why you are passionate about this opportunity. Send directly to careers@ghginstitute.org with the subject line "Caribbean Hub Program Associate Officer." Applications will be reviewed as they received.

We are an equal opportunity employer and are committed to fostering a work environment free of unlawful discrimination. We conduct our recruitment and hiring without discriminating on the basis of race, color, religion, gender identity, sex, sexual orientation, national origin, age, marital status, pregnancy, physical or mental disability, genetics, veteran status, or any other characteristic protected by applicable federal, state, and local law.

We are committed to building an inclusive organization. Through our work we are committed to building a professional network that is representative of global populations. We expect staff to support our diversity commitment and to engage in anti-racism training and internal conversations to improve the organizational work environment and our delivery of work product.