



I. Position Information

Job Title: Programme Specialist Department: 45001 - UNDP Iraq Reports to: 00184223- Portfolio Manager, EECC	Grade Level: P3 Bureau: RBAS Direct Reports: National Project Manager, Crisis Preparedness, Consultants	Position Number: 00184683 Position designation: with mobility requirement, non-rotational Duty Station: Erbil / IRAQ
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Career Track: Management

Career Stream: Programme – Environment & Energy & Climate Change

Contract Modality: FTA International

Contract Duration: 1 year FTA “with possibility of extension”

II. Background and Organizational Context

Iraq is recognized as one of the most affected countries by the harmful effects of climate change. Iraq ratified the Paris Agreement on January 14, 2021. In October 2021, the Government of Iraq (GoI) signed their first National Determined Contribution (NDC), which has been presented at the COP26. The Government of Iraq has requested UNDP support in implementation of the NDC, including through capacity development, advisory for sectoral planning and formulation of related strategies, frameworks, and instruments.

The Environment, Energy and Climate Change (EECC) portfolio of UNDP Iraq is strategically placed to facilitate Iraq's compliance to the global climate change agenda and the Paris Climate Agreement. UNDP Iraq has recently launched the Catalytic Climate Action in Iraq Project with funding support from the United Kingdom. The Project aims to support the Government of Iraq on some of its key priorities with regards to NDC implementation, water resources management and disaster risk reduction. These include fiscal modelling for NDC implementation, NAMA development, Energy transition, cooperation on transboundary water resources and drought preparedness and risk reduction. Furthermore, UNDP Iraq is also in the final stages of approval of the Dam Emergency Preparedness project, which would focus on preparedness capacity building for 4 dams, federal departments and 4 governorates.

III. Position Purpose

The Programme Specialist under the overall guidance of the Portfolio Manager of the EECC Pillar will support the management of above two projects and ensure high quality advisory to the Government of Iraq. The Programme specialist will be responsible for organizing and coordinating the activities of responsible parties, consultants and experts to deliver on the agreed targets. Programme specialist will carryout the duties in close coordination with the Ministry of Environment, the Ministry of Water Resources, the Ministry of Agriculture, Women Empowerment Council of the COMSEC, the Prime Minister National Operations Center (PMNOC) and other key stakeholders, including academia, media, women and youth organizations, private sector and donors etc.

IV. Key Duties and Accountabilities

1.) Provides strategic direction to the project team for efficient implementation of activities

Example of Duties:	<ul style="list-style-type: none"> Thorough analysis of climate change, energy, and water related developments in the country and globally and identification of strategic areas of support for UNDP;
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	<ul style="list-style-type: none"> ▪ Directs the project team and advises the management on planning, implementation, monitoring and timely reporting of the Catalytic Climate Action in Iraq project; ▪ Provides policy and technical advice to the Government of Iraq including the Ministry of Environment, Water, Electricity, Agriculture and others regarding climate change adaptation, energy diversification and disaster risk reduction; ▪ Builds solid relationships with key national partners and identifies institutional development and capacity building opportunities and priorities, where relevant; ▪ Fosters the integration of cross-cutting issues, such as gender, peace building, human rights and resilience into project interventions; ▪ Facilitates systematic analysis and project monitoring, including but not limited to regular field visits, as appropriate, and participate in Project Board meetings; ▪ Ensures the integrity of financial and administrative operations as well as consistent application of UNDP rules and procedures for program operations.
2.) Leads Project by adhering to the following corporate requirement	
Example of Duties:	<ul style="list-style-type: none"> ▪ Provides substantive and managerial leadership to the project team and coaching; ▪ Develops, oversees and monitors work plans and budgets for the project; ▪ Identifies risks and challenges to the project operations and provides advice to management on mitigation strategies; ▪ Ensures the integrity of financial and administrative operations in the project through financial oversight; ▪ Supports strict and consistent application of UNDP rules and regulations and clear accountability mechanisms; ▪ Supervises day to day administrative matters of the project including the performance of consultants and specialist advisers; ▪ Facilitates HACT micro-assessments, spot-checks, HACT audit, UNDP internal audit, DIM audit and evaluation activities and processes; ▪ Ensures appropriate levels of visibility for UNDP Iraq, national counterparts and the donor in project activities, materials, and processes; ▪ Represents UNDP, as requested by the EECC Portfolio Manager and/or the Resident Representative.
3.) Supports partnership building and resource mobilization for UNDP	
Example of Duties:	<ul style="list-style-type: none"> ▪ Ensures close consultation with Senior Management and reach the annual resource mobilization targets through nurturing relationships with key donors; ▪ Liaises regularly and forge close linkages with other UN programs, agencies and entities, as well as other international and national stakeholders concerned with climate change, energy transition, NDC implementation, water resources management and drought/disaster risk management issues in Iraq; ▪ Drafts notes, background papers, talking points, speeches and other correspondence for senior UNDP officials. ▪ Participates in conferences, seminars and academic fora related to climate change, energy, NDC, water resources management and drought/disaster risk management to make contributions and remain apprised of new developments and opportunities. ▪ Contribute to developing the capacity of UNDP staff and national counterparts in support of achieving the Paris Agreement and Agenda 2030; ▪ Contributes to the harnessing of effective partnerships and competitive selection of Responsible Parties for implementation of UNDP projects; ▪ Supports joint programming and UN reform, and participate effectively in established UN coordination forums and frameworks.

4.) *Fosters knowledge management*

Example of Duties:

- Identifies and synthesizes best practices and lessons learned from the project for organizational sharing and learning as well as external information;
- Participates in UNDP knowledge networks and taking advantage of best practices and lessons learned that are available in the region and globally, encourage project team to do so by creating a culture of knowledge sharing and learning;
- Promotes the participation of UNDP Iraq in regional programs and regional activities related to the project area as appropriate;
- Supports capacity and knowledge building of national counterparts.

5.) *Supervisory/Managerial Responsibilities:*

- Coordination with the counterpart ministries, departments and UN agencies
- Coordination with and monitoring of responsible parties, consultants, experts and evaluations
- Project fund management, Annual workplanning, recruitments, procurements
- Donor reporting and resource mobilization
- Collaboration with EECC Finance and Admin Officer, M&E Officer, Programme Associate and other colleagues for delivery of targets and project management.

V. Requirements:

Education

- Master's degree in climate change, environmental management, sustainable development, disaster risk management, development studies or a related area.

Experience, Knowledge, and Skills

Knowledge, Experience and Skill:

- Minimum 5 years of relevant experience in managing developmental projects is required, of which, minimum 3 years of experience in climate change, environment and disaster risk management projects is required
- Experience with an international development organization, especially the UN is a strong advantage.
- Demonstrated ability to plan and prioritize activities to meet organizational goals and organize work processes efficiently to achieve results
- Knowledge of UN operational and management common tools such as Results Based Management an asset
- Experience in managing responsible parties is an asset
- Demonstrated experience in working with multidisciplinary stakeholders; including government, academia, civil society, media and donors will be an asset
- Prior experiences of working in Iraq or the Arab region is an advantage

Language Requirements:

- Fluency in English required
- Fluency in Arabic/Kurdish an asset

Expected Demonstration of Competencies

Core

Achieve Results:

LEVEL 3: Set and align challenging, achievable objectives for multiple projects, have lasting impact

Think Innovatively:	LEVEL 3: Proactively mitigate potential risks, develop new ideas to solve complex problems
Learn Continuously	LEVEL 3: Create and act on opportunities to expand horizons, diversify experiences
Adapt with Agility	LEVEL 3: Proactively initiate and champion change, manage multiple competing demands
Act with Determination	LEVEL 3: Think beyond immediate task/barriers and take action to achieve greater results
Engage and Partner	LEVEL 3: Political savvy, navigate complex landscape, champion inter-agency collaboration
Enable Diversity and Inclusion	LEVEL 3: Appreciate benefits of diverse workforce and champion inclusivity

People Management

UNDP People Management Competencies can be found in the dedicated [site](#).

Cross-Functional & Technical competencies (insert up to 7 competencies)

Thematic Area	Name	Definition
Business Direction and Strategy	Business Acumen	Ability to understand and deal with a business situation in a manner that is likely to lead to good outcome Knowledge and understanding of operational frameworks in the organization and ability to make good judgments and quick decisions within such frameworks
Business Management	Project management	Ability to plan, organize, prioritize and control resources, procedures and protocols to achieve specific objectives
Business management	Risk Management	Ability to identify and organize action around mitigating and proactively managing risks
Ethics	UN Policy Knowledge	Knowledge and understanding of the UN Staff Regulations and Rules and other policies relating to ethics and integrity
Communications	Brand and quality management	Ability to position a UNDP brand and uphold it to a high level of quality

VI. Keywords

Project Management, Engage and partner, Performance and accountability, Think innovatively, Business acumen