

# Tuvalu Government – Job Description



Position Title:	National Climate Data Consultant	
Duration and Salary:	5 years	USD16,153.30 p.a (50% salary in Y1).
Ministry and Department:	Public Works, Infrastructure, Environment, Labor, Meteorology and Disaster	Tuvalu Meteorological Service
Location:	TMS Office, Funafuti.	
Reports to:	National Project Implementation Coordinator	

## 1. JOB PURPOSE:

The National Climate Data Consultant (NCDC) will principally support Tuvalu Meteorological Service (TMS) in implementing Sub-Activities T2.2.2 ‘Enhance climate information and impact-based forecasting’ and all relevant sub-activities under the Project.

The NCDC will be responsible for leading the integration of climate data and information into decision making and planning in climate-sensitive sectors through the development and implementation of Climate Information and Related Data Strategy. In this regard, the NCDC will build capacity among key government staff to validate data as well as share and promote it with their primary audiences.

## 2. KEY RESPONSIBILITIES:

The National Climate Data Consultant (NCDC) has the following key responsibilities:

- Acquire on-the-ground information to inform UNEP progress reports;
- Engage with Project stakeholders.
- Attend National Coordination Committee (NCC), Programme Steering Committee (PSC), Programme Management Unit (PMU), Project Management Team (PMT), and other meetings, as required;
- Provide technical support, including measures to address challenges to Programme implementation;
- Participate in training activities

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- Facilitate relevant expert activities.

### 3. MAIN DUTIES AND OUTCOMES:

- Contribute & provision of accurate and quality climate database services,
- Assist on the develop and review the Tuvalu Climate Communication Strategy Plan
- Contribute customising climate products to the needs of the development sectors – Climate Change Department, Agriculture, Health, Public Works, Water Sector, Disaster, Media, Fisheries and Marine;
- To provide good quality climatological information to the general public and development sectors in compliance with international standards;
- Support the technical decisions and take appropriate actions in the field for remedial measures on all reported climate network faults and upgrade needs;
- Undertake relevant climate research & analysis component to increase knowledge interpretation of the essential drivers of climate science and climate change;
- Enhance communication and data sharing through regular meetings with national data providers (e.g. Climate Change Department, Tuvalu Statistics Office, Fisheries Dept. etc,,), and regular communication with national and regional partners;
- Participate in training with the NDCs of the other Programme countries in on-line cloud hosting skills and knowledge, and in sub-regional exchanges and South-South learning on climate data and information management.
- Improve on the area of research & development capacity within the Meteorological Service.

### 4. INSTITUTIONAL ARRANGEMENT

Working under the overall supervision of the Project Management Team that headed by the National Project Implementation Coordinator (NPIC), to whom he/she will report directly to, and in close cooperation with the Project Management Unit (PMU) based at UNEP.

The National Climate Data Consultant (NCDC) will be physically station at the TMS Office, and reports to the National Project Implementation Coordinator (NPIC).

The NCDC may asked to report from time to time to the Executing Entity (EE) represented by the Director of Climate Change when requested.

The official communication protocol for the Project management team will be provided to the project partners and the PMU based at UNEP.

### 5. DURATION OF WORK

The services of the National Climate Data Consultant will be requested for 6 months of the first year and then full-time for year 2 - 5 of the project implementation phase.

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## 6. DUTY STATION

The National Climate Data Consultant (NCDC) will be housed at the TMS Office in Funafuti, Tuvalu.

## 7. MANDATORY REQUIREMENTS

### **Academic qualifications:**

- Graduate degree in a relevant field in Meteorology, Climatology, Climate Science, Environmental Science or Information System.

### **Knowledge, skills, and experience:**

- A minimum of 5 years of proven relevant, practical working experience managing similar projects.
- Demonstrated knowledge and skills in data management and data quality principles and methodologies and/or environmental information systems.
- Demonstrated knowledge and skills in delivering training.
- Demonstrated knowledge and skills of data sorting and organising databases.
- Ability to support data analysis and applications in climate change and/or environmental-related reporting and planning.
- Demonstrated understanding of climate change risks, hazards, and impacts in Tuvalu.
- Knowledge of Tuvalu's climate and environmental targets.
- Experience in cross collaboration with multiple stakeholders in data sharing and/or knowledge management.
- Experience working with government counterparts at high levels.
- Strong leadership, management, and negotiation skills.
- Strong ability to work as part of a team and actively pursuing networking.
- Ability to function effectively in an international, multi-cultural environment.
- Excellent written and verbal communication skills in English and Tuvalu.
- Excellent computer skills as well as analytical and problem-solving skills.