

Employee Name:
Job Family: Programme Leads
Sub Family: Programme Lead – Climate and Disaster Resilience
Job Level: PIC 4

Job Family Summary

Under the leadership of the Director, Environmental Sustainability, the Programme Lead provides strategic leadership for the development and implementation of a cohesive plan to support overall sustainable development in the Member States through programmes and thematic areas in Climate and Disaster Resilience. The role will plan, structure, lead and execute initiatives and projects of variable size, scale, risk and complexity.

The Programme Lead actively manages and leads assigned technical and administrative teams, relevant consultants, regional coordination mechanisms and supply chain partners, and provides governance in delivering and achieving agreed priorities, outputs and expected results collaboratively with key stakeholders and partners.

The role will be responsible for creating an environment of trust, open communication and innovative thinking in which teams can be developed and engaged.

Job Responsibilities:

- Lead in the facilitation and development of regional frameworks that incorporate policies and strategies of OECS Member States into the wider Caribbean region and international Climate and Disaster Resilience programmes and conventions, and facilitate implementation of relevant regional and international governance instruments and frameworks.
- Lead in providing policy advice and technical guidance and facilitating the development of positions for Climate and Disaster Resilience -related issues and priorities at the regional and national levels; including preparation of policy papers/briefs/notes that clearly demonstrate the OECS context and special circumstances in the articulation of issues, priorities, challenges, options, approaches and resolutions. incorporating principles enshrined in current and emerging international, regional and national policy instruments.

- As required, lead the development and implementation of multi-annual and annual work plans and budgets that reflect the OECS Strategic Objectives, the St. George's Declaration of Principles for Environmental Sustainability, the OECS Development Strategy, OECS Environmental Sustainability Division's strategic framework and operational plan, Member States' priorities, the Climate and Disaster Resilience frameworks and other relevant sustainable development issues, mandates and agreements.
- Function as Project Director of the portfolio of projects within the programme, working closely with the relevant Project Managers, Technical Specialists and relevant functional portfolios/units for the successful delivery of projects. The role is responsible for ensuring that the conceptualization, design, implementation and transitioning of the projects adhere to key principles of strategic relevance and impact, effectiveness, equity, participation, efficiency and sustainability.
- Lead and facilitate efficient programme and project cycle management by ensuring that appropriate, robust and best practice administrative, fiduciary, monitoring and reporting requirements, systems and tools are established and implemented within the programme, in collaboration with relevant core functions within the Commission.
- Represent the OECS at relevant governance, technical, partnership, negotiation, academic and scientific fora at all levels (ranging from international to communities) towards mobilizing, leveraging and advancing strategic advocacy, positions, alliances, functional cooperation, partnerships and projects; and ensuring the provision of appropriate briefings and guidance to OECS Commission and Member States.
- Facilitate research, compilation, synthesis, analysis and promotion of agreed data/information on the OECS region to position the Environmental Sustainability Division as a knowledge hub for the associated programme/thematic areas, to guide decision-making, planning and interventions, and to leverage for advocacy, partnerships and resource mobilization.
- In collaboration with OECS Member States, facilitate the development of Climate and Disaster Resilience capacity in the OECS, including the acquisition of tools,

provision of training, and mobilization of resources (financial and technical) to pursue implementation of relevant policies, strategies and projects.

- Develop and facilitate appropriate strategies and initiatives for improving the programme's financial sustainability, including strategic alliances and partnerships (public, private and civil society), resource mobilization, project development, and other innovative methods.
- Network with internal and external stakeholders to develop and deliver service in a collaborative and complementary fashion.
- Partner with the Communications and Knowledge Management functions to drive and facilitate advocacy, education and visibility related the work of the programme.
- Support and implement OECS policy and procedures.
- Carry out such other related duties as may be required from time to time by the Director, Environmental Sustainability.

Experience & Knowledge:

- Master's Degree in related field plus minimum 5 years relevant experience OR Bachelors' Degree in related field plus minimum 10 years relevant experience.
- Demonstrated subject matter expert in the field.
- Knowledge of and work experience in policy and programme coordination at both the national and regional levels, and the process of facilitating implementation of research and development strategies.
- Conversant with OECS Member States and Commission positions on sub-regional, regional, and international Climate and Disaster Resilience - related frameworks, agreements and institutional architecture.
- Experience with international conference typology and operating styles of key national, regional and international organizations.
- Experience working with diplomats, senior officials, international experts at the sub-regional, regional and international levels in relevant areas.
- Competence and experience in project cycle management and other appropriate tools.
- Ability to apply expert knowledge and broad understanding of multiple disciplines within the technical space.
- Ability to analyse problems and recommend a suitable course of action.

- Positive and pragmatic approach to achieving results, including evaluation and application of relevant proven practice.
- Strong negotiation and decision-making skills.
- Applies expert knowledge and broad understanding of multiple disciplines within technical space.
- Evaluates current and creates new and innovative functional strategies, processes and tools.
- Excellent written and verbal communication skills across multiple levels.
- Ability to challenge and influence at all levels.

Competencies

Drive with purpose and vision	4
Creates and environment of trust	4
Builds effective teams	4
Ensures Accountability	4
Demonstrates Decision Quality	4
Communicates Effectively	4