

## **Job Profile: Programme Officer (Consultant)**

**Component/Unit:** Climate and Carbon Unit (CCU)/AEPC

**Duty Station:** AEPC, Khumaltar, Lalitpur

**Responsible and reporting to:** Director through CCU Manager

The Alternative Energy Promotion Centre (AEPC) has established a dedicated Climate and Carbon Unit (CCU). This unit is responsible for coordinating climate change mitigation and adaptation activities related to renewable energy at a national and local level. The unit works to identify and develop Nepal's portfolio of renewable energy related carbon projects (both CDM and voluntary markets) and supports the local level in preparing and implementing climate and GESI sensitive energy planning. Furthermore, the unit is also responsible to develop the project concepts and proposals to increase the access to international climate finance. AEPC is now in the process of accreditation as a Direct Access Entity (DAE) to the Green Climate Fund. AEPC is also involved in accessing the fund from different international climate/environment funds.

### **Responsibilities:**

Reporting to the Director through head of Climate and Carbon Unit (CCU), Programme Officer is responsible for supporting AEPC's all climate change related activities. S/he has to support Climate and Carbon Unit in preparing climate change mitigation as well as adaptation project proposals that comply with GCF funding as well as accessing funding from other international funds linking with renewable energy sector. The specific responsibilities of Programme Officer are as follows (but not limited to):

- Support in tracking the process and progress of Accreditation of AEPC as DAE to Green Climate Fund (GCF).
- Support in drafting the response packages to the GCF for the questions/clarification requested by GCF during the accreditation process in close supervision and guidance of Expert (Climate and Carbon) in CCU.
- Support in drafting climate change adaptation/mitigation proposals for accessing funding from GCF and other climate related fund.
- Support in organizing internal meetings/trainings related to climate change and document the meeting minute/decision.
- Support in executing workshop/seminar/meeting for stakeholders periodically on various elements of climate financing, proposal preparation linking with renewable energy and climate change adaptation/mitigation.
- Involve in policy & plan formulation process in AEPC on climate financing.
- Support in management of carbon financing projects.
- Draft periodic report for CCU (Monthly/Trimester/Annual) and keep track records of the activities and documentation of all the activities under CCU.

### **Qualifications and Experiences:**

- At least Masters Degree in Engineering/Energy/Economics/Environment/Climate change or related field with at-least 4 years experience in climate change.
- Knowledge of Green Climate Fund and its working areas; related guidelines and accreditation process for DAE.
- Must have knowledge of national climate change policy, strategies and communications to the international treaties/conferences related with climate change.
- Knowledge/awareness on international climate financing, carbon financing etc.

### **Skills:**

- Strong data analysis, reporting and proposal writing skills
- Skills of working in a team
- Computer/internet and presentation skills.

