**Terms of Reference**

**Head**

**Department of Environment and Climate Change**

**Background**

Guyana is a tropical country with a narrow, low-lying coastal zone that hosts over 90% of the population as well as the main livelihood, economic activities and infrastructure of the country. Guyana is well endowed with natural resources. Its forest covers approximately 85% of the country, estimated at 18.39 million hectares. The country is highly vulnerable to the effects of climate change whose impact will have serious consequences for the country’s economy.

Guyana has undertaken significant efforts to combat climate change and enable its sustainable development programme. In 2009, Guyana launched the Low Carbon Development Strategy (LCDS), an overarching framework for pursuing sustainable, climate-resilient national development, with a resultant outcome of an economy that’s transformed along a low carbon pathway. The Low Carbon Development Strategy will be revised to capture the new climate regime and the sustainable Development goals advancing priorities in key areas such as Biodiversity, Energy, Forests and Integrated Water Resources Management.

Strong and effective institutions are needed at the national level to coordinate and execute key components of the LCDS and other key climate change initiatives. The Department of Environment and Climate Change, therefore, supports the coordination of national policies, programmes and plans in relation to climate change and the environment.

The Government of Guyana is desirous of recruiting a Head of the Department of Environment and Climate Change.

**Duties and Responsibilities**

The Head of the Department of Environment and Climate Change will have overall responsibility for the Department with the ability to institute an impeccable coordination and facilitation mechanism including close collaboration with national and international partners and stakeholders to support the advancement of government’s priorities and the Low Carbon Development Strategy.

In particular, the Head will be responsible for:

1. **Coordination and Monitoring**

* Oversee the management of projects, plans, bilateral arrangements and other initiatives that are being executed by the DECC;
* Coordinate monitoring, reporting and evaluation of the implementation of adaptation, mitigation key environmental programmes across Government.
* Coordinate the revision of the LCDS through consultation with key sectors and stakeholders
* Establish an appropriate procedure for the coordination of all relevant institutions and stakeholders involved in climate and environment
* Coordinate the provision of technical guidance and policy support on climate change and key environmental issue to the Government of Guyana and national stakeholders;
* Collaborate with local, regional and international stakeholders and partners on climate change matters;

1. **Policy Development**

* Lead the process for the development of Guyana’s Low Carbon Development Strategy and guide its implementation in collaboration with other Ministries, agencies, departments and key stakeholders.
* Prevision of technical guidance and policy support on the LCDS to the Government of Guyana and national stakeholders;
* Contribute to the development and alignment of a climate change policy for Guyana within the broader national thrust of the Low Carbon Development strategy;
* coordinate initiatives to support the revision and implementation of Guyana’s Low Carbon Development Strategy (LCDS);
* Develop new pathways, in keeping with the changing nature of climate change solutions,
* Facilitate the integration of climate change issues into key sectoral policies related to integrated water resource management, Biodiversity and energy among others.
* Provide technical guidance and input by reviewing and appraising all climate change-related policies before the Vice President’s appraisal

1. **International Meeting and Negotiations**

* Coordinate Guyana’s representation at the climate negotiations working closely with the lead climate negotiator
* Represent the Government of Guyana at local, regional and international fora
* Liaise with the Guyana Forestry Commission REDD+ Secretariat to ensure compliance with UNFCCC requirements and Guyana’s REDD+ Strategic Development

1. **Resource Mobilization**

Guide the development of an investment plan that mobilizes finance through:

* Identify and mobilize international climate finance from the Green Climate Fund (GCF)
* Identifying project opportunities and mobilizing finance from donors
* Enhance and establish relations with donor agencies and funding sources –multilateral, bilateral, regional, and national.

**Reporting and Supervision**

The Head of the Department shall report to the Vice President. The Head of the Department shall inter alia, report on the general performance of the DECC, achievements of the Department’s work-plan and progress made to revise and implement the Low Carbon Development Strategy and various international agreements.

**Qualifications and Experience**

* An Advanced Degree (Masters and above) in Environmental Sciences/Natural Resources Management/Climate Change, Policy Development or related field;
* A minimum of 8 years of professional experience working in climate change and related fields at the national or international level with significant managerial experience and involvement in programme or policy design, monitoring and/or evaluation;
* Strong background and a comprehensive understanding of climate change and its dimensions including a working knowledge of Guyana’s national circumstances and processes under the UNFCCC and other related environmental agreements;
* Demonstrated experience in developing and leading national programmes and projects;
* Strong project management experience including procurement best practices
* Proven experience in the management of staff;
* Experience in working with International Organisations would be an asset;
* Proven ability to work effectively with diverse stakeholders at all levels, including the private sector, public sector, civil society, academia and international donor community.

**Knowledge and Skills**

The successful candidate must demonstrate:

* Sound leadership, management and planning skills and experience
* Excellent strategic thinking and analytic skills
* Good Public speaking and presentation skills with the ability to communicate clearly and compellingly to a wide range of audiences
* Excellent cross-cultural interpersonal skills with the ability to work with a broad range of stakeholder’s groups
* Good negotiating and problem-solving skills
* Ability to work effectively in a fast-paced and time-sensitive work environment
* Excellent teamwork and interpersonal skills
* Proficiency in standard computer software packages such as Microsoft Office Suite and in handling web-based management systems
* Skills in strategically leading and chairing meetings

**Language requirements:** Fluency in English as a native language and proficiency in written and oral communication

**Duty Station:** The Head will be housed at the Department of Environment and Climate Change, Office of the President

**Duration:** Full Time