



Vacancy Announcement

Specialist on Climate Change Adaptation and Action (100%)

SWISS AGENCY FOR DEVELOPMENT AND COOPERATION - HUMANITARIAN AID HUB
EMBASSY OF SWITZERLAND IN BANGKOK

Background: With Asia and the Pacific, being the most hazard-prone region in the world, the Swiss Agency for Development and Cooperation (SDC) Humanitarian Aid (HA) supports the enhancement of disaster risk reduction and rapid response (DRR & RR) capacities in the South-East Asia and the Pacific. In 2013, SDC/HA established a Regional DRR & RR Advisory Hub with a three-fold mandate of: 1) DRR mainstreaming and DRR-targeted interventions in SDC programs and projects; 2) Policy Dialogue and strengthening partners' DRR capacities in the region; and 3) Being a regional rapid response stand-by unit for SDC/HA in case of emergencies.

The SDC/HA Regional Hub is linking DRR and Climate Change Adaptation (CCA), also related to agriculture and food security (A+FS). The Climate Change Adaptation portfolio and activities will be enhanced. The SDC/HA Hub is looking for a full-time (100%) Specialist on Climate Change Adaptation and Action for one year (renewable).

Responsibilities: As a member of the SDC/HA Regional DRR & RR Advisory Hub at the Embassy of Switzerland, the Specialist's tasks will include the following (but not limited to):

I. Mainstreaming Climate Change Adaptation, Project Management and Reporting (60%)

- Support¹ SDC's programs and projects in Southeast Asia and the Pacific to develop, implement and monitor DRR and Climate Change Adaptation mainstreaming in their humanitarian and development programmes and projects.
- Provide advice on state-of-the-art measures to ensure Climate Change Adaptation, natural resource management and agriculture / food security in current or future SDC's programmes and projects.
- Promote and ensure links between Disaster Risk Reduction and Management and Climate Change Adaptation in SDC projects and activities at regional and national levels.
- Promote and support knowledge management, documentation and dissemination of good practices and lessons learnt on Climate Change Adaptation measures applicable to Southeast Asia and the Pacific.
- Contribute to partner and network development on Climate Change Adaptation regionally and internationally.
- Writing situation briefings and reports in English on developments related to Disaster Risk Reduction and Management, Climate Change Adaptation, Environment Management and other related topics in Southeast Asia and the Pacific;
- Support hazard, climate and disaster risk mapping of SDC/HA, SDC and partners projects and programmes in the region;
- Contribute in drafting speeches and talking points on the work of the SDC/HA Hub in Bangkok. Attend and report back on work-related meetings in Thailand and the region, as requested.

¹ Directly or indirectly via mobilization of expertise (national, regional, from Switzerland, e.g. SHA)

- II. Networks and Communication (15%)
 - Contribute to knowledge management in the fields of Disaster Risk Management and Climate Change Adaptation, e.g. updating and disseminating factsheets, producing social media posts, etc.
 - Ensuring flawless written and oral translations (English to Thai and vice-versa), as needed.
- III. Administration (15%)
 - Keeping the agenda, the contact and project database and library of the Hub up-to-date;
 - End-to-end handling of mission logistics, from flight ticket purchase to planning mission itinerary to overviewing expenditures;
 - Participating in the planning and logistical preparation of visits and outreach events of SDC/HA Hub in Bangkok.
- IV. Support Rapid Response (10%)
 - Regularly monitoring open source media, online emergency platforms, partner information and social media of fast and slow-onset disasters in Southeast Asia and the Pacific region;
 - Immediately informing the Senior Regional DRR & Rapid Response Advisor of impending or ongoing medium to large-scale emergencies in the region.

Required qualifications:

- Thai citizen or be in possession of a valid residence permit, living in Thailand (or willing to move) at the time of recruitment;
- University diploma in Climate Change/Climate Action, Environmental Sciences, Engineering or related fields (hydrology, climatology, agronomy, forestry, geography/GIS, disaster management, etc.);
- At least 3 years of work experience in Climate Change Adaptation, natural resource management, agriculture and food security, disaster risk management, and/or emergency management, preferably in international organisations, public administration, academia, or civil society organisation;
- Demonstrated knowledge of the environmental, political and socio-economic context and current situation in the Mekong region;
- Excellent written and oral communication skills in English and Thai. Fluency in German, French, Lao, Khmer or Burmese is an advantage.

Personal Competencies:

- Keen analytical and reporting abilities;
- Good networking and representation skills;
- Strong sense of responsibility, aptitude to work autonomously and in a team;
- Highly motivated, committed and efficient in achieving expected results;
- Open-mindedness and inter-cultural flair;
- Integrates with hands-on readiness in a multi-tasking team in a multi-lingual environment.

Type of contract and Period: Contract of employment through the Embassy of Switzerland in Bangkok according to the Thai labour law. Period: from 1 July 2020 for one year (renewable).

Remuneration: A competitive compensation and benefits package is offered.

Deadline for application: 31 May 2020 to: bangkok.recruitment@eda.admin.ch

This is an updated vacancy announcement to the position of National Project Assistant initially published on 6 February 2020. Previous applicants do not need reapply.