VACANCY ANNOUNCEMENT

Project Manager
Climate Risk Adaptation and Insurance in the Caribbean
(Personnel Service Agreement - PSA)

Organizational Unit : United Nations University - Institute for Environment and Human Security (UNU-EHS)

Reference Number : 2017/UNU/EHS/PSA/PM/86

Applications to : hrbonn@vie.unu.edu

Closing Date : 23 November 2017

United Nations University Objectives:

The United Nations University (UNU) is an international community of scholars, engaged in research, postgraduate teaching and capacity development and dissemination of knowledge in furthering the purposes and principles of the Charter of the United Nations. The mission of UNU is to contribute, through research and capacity building, to efforts to resolve the pressing global problems that are the concern of the United Nations and its Member States. For more information, please visit http://unu.edu.

United Nations University Institute for Environment and Human Security (UNU-EHS) established in December 2003, is part of the UNU system, a worldwide network of Research and Training Institutes. Its mission is to advance human security through knowledge-based approaches to reducing vulnerability and environmental risks. For more information, please visit www.ehs.unu.edu.

The Environmental Migration, Social Vulnerability & Adaptation Section – EMSVA- undertakes empirical research on social vulnerability and resilience as well as human mobility. The section also addresses climate change adaptation including a range of activities such as disaster risk reduction and insurance-related approaches to help vulnerable countries and communities.

Munich Climate Insurance Initiative (MCII): The MCII was initiated as a charitable organisation by representatives of insurers, research institutes and NGOs in April 2005 in response to the growing realization that insurance solutions can play a role in adaptation to climate change, as suggested in the Framework Convention and the Kyoto Protocol. This initiative is hosted at the United Nations University Institute for Environment and Human Security (UNU-EHS). It is focused on developing solutions for the
risks posed by climate change for the poorest and most vulnerable people in developing countries. MCII provides a forum and gathering place for insurance-related expertise applied to climate change issues.

From 2011 to 2015, MCII led and coordinated the **Climate Risk Adaptation and Insurance in the Caribbean** project (funded by BMUB through its International Climate Initiative) to help target countries in the Caribbean address some of the challenges to sustainable development posed by a changing climate. Phase I developed and implemented two index-based insurance products to help vulnerable people in the low income segment of the population better recover from impacts of extreme weather events on their livelihoods. From 2017 to 2019, MCII will lead and coordinate Phase II of the project, with the aim to solidify the efforts of the first phase and to scale up into two additional countries to further develop, refine and enhance climate risk insurance products across the Caribbean region.

For more information visit: [www.climate-insurance.org](http://www.climate-insurance.org)  

**Responsibilities:** Under the authority of the Director of UNU-EHS and guidance of the Executive Director of MCII, the successful candidate will be entrusted with the following tasks related to the work of MCII:

**Project Management**

- In collaboration with the MCII project team (especially the Insurance Advisor), drive project-related strategic planning, and execution of meetings & workshops (objectives, planning key outcomes and milestones, reporting).
- Handle coordination and supervision of deliverables from partners and sub-contractors, including quality control; develop further consultancies and terms of reference of sub-contracts and spearhead relevant tender processes.
- Handle project-related correspondence, regular contacts with project partners through teleconferences, video conferences and field visits.
- Oversee and coordinate fieldwork preparation with partners, including supervision of logistical arrangements.
- Ongoing monitoring of project budget and deliverables, project progress, risks and opportunities; develop and implement strategies to manage evolving project challenges.
- Responsible for donor reporting, including preparation of materials for regular donor updates on project progress (deliverables, activity reporting, and other reporting as required); preparation of documents for Project Advisory Group, MCII Executive Board meetings and other reporting as needed.
- Travel as necessary to support the work of the project.

**Idea Leadership**

- In collaboration with MCII project team and partners spearhead relevant project work packages related to, inter alia, linking product services to national disaster risk management strategies; increasing client value through additional services; furthering resilience impact of insurance products; capacity building of key stakeholders; upscaling relevant lessons learned to conceptualise replication in other regional contexts.
- Develop project proposals and contribute to funding acquisition for further activities in the region and/or innovation and upscaling at global level.
Knowledge Management and Communications

- Lead the development of knowledge management products, training materials and workshops aimed at building the capacity of insurance regulators, local primary insurers and clients in the target countries.
- Develop project-related presentations, brochures, and other project-related communication tools.
- Synthesise project experiences for project newsletter, monitoring reports, workshop reports, fieldwork reports and factsheets, or other knowledge management products as needed.
- Plan and implement sessions, side events, exhibits, workshops and other meetings.
- Spearhead monitoring and evaluation components of the project and synthesise project results into assessment and lessons learned reports.
- Quality control of papers, reports, and other deliverables associated with the project.
- Lead narrative development for project related communications and coordinate outreach activities with Communications section at UNU-EHS.

Required Qualifications and Experience:

- Master degree or PhD in economics, finance, development or any relevant field.
- Proven experience in the fields of adaptation to climate change, disaster risk management, insurance and/or catastrophic risk management.
- Engagement with financial inclusion agenda or related topics.
- Proven background and strong skills in implementing multi-country projects related to climate change impacts, disaster risk management, micro-insurance or other risk transfer solutions or other forms of financial services.
- Technical and/or financial cooperation, including successful project management of projects of medium to large funding volumes in development cooperation and/or climate finance and/or public private partnerships.
- Minimum of five (5) years of working experience.
- Working experience in project implementation in the Caribbean is a strong asset.
- Strong team player with strong interpersonal skills demonstrated by the ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Proven track-record of bringing collaborative work of different stakeholders and interests to a common goal and results.
- Excellent communication skills with fluency in spoken and written English. Knowledge of Spanish or a second United Nations official language is an advantage; German-speaking desired.
- Talent for organization and ability to deliver high quality results even in times of high work- & time pressure.
- Confident in delivering public speech and taking representative tasks for the project.
• Strong professional network in disaster risk reduction and management, financial inclusion agenda, or related professional communities.
• Experience in project acquisition and fund raising.
• Initiative seeker with a strong hands-on attitude who brings practical thinking towards achieving results.
• Critical thinker with a strong interest to provide social innovation in the frame of MCII’s mission.

**Remuneration:**
Remuneration will be commensurate with qualifications and experience.

**Duration of Contract:**
The successful candidate shall work under a Personal Service Agreement (PSA) for a fixed period of twelve (12) months with the perspective of renewal. The combined duration of appointments under a PSA shall not exceed six (6) years.

This is a locally recruited post and no relocation allowances apply. The successful candidate will be employed under a local contract and will not hold international civil servant status nor is he/she a “staff member” as defined in the United Nations Staff Rules and Regulations.

Applications from suitably qualified women candidates are particularly encouraged.

**Starting Date:**
As soon as possible (preferably in February 2018)

**Application Procedure:**
Interested applicants should submit their applications by e-mail (to hrbonn@vie.unu.edu), and must include the following:

• a cover letter setting out how the qualifications and experience match the requirements of the position;
• a curriculum vitae and a completed and signed UNU Personal History (P.11) form downloadable from the UNU website. Please avoid using similar forms provided by other United Nations organizations;
• a sample of academic writing, e.g. published article, blog post, or chapter of Master’s thesis;
• an indication of the reference number of the vacancy announcement (2017/UNU/EHS/PSA/PM/86).