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VACANCY ANNOUNCEMENT

Project Coordinator (local) 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)
Location	:	Jamaica, St. Lucia, Grenada, Belize or Trinidad & Tobago (home-based)
Reference Number	:	2017/UNU/EHS/PSA/PC/98
Applications to	:	hrbonn@vie.unu.edu
Closing Date	:	11 December 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 2014, MCII led and coordinated the ***Climate Risk Adaptation and Insurance in the Caribbean (CRAIC)*** project 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 to better recover from impacts of extreme weather events on their livelihoods. From 2017 to 2019, MCII is leading and coordinating 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. The target countries are Jamaica, St. Lucia, Grenada, Belize and Trinidad & Tobago.

For more information visit: www.climate-insurance.org/projects/climate-risk-adaptation-and-insurance-in-the-caribbean/

Overall Goals of the Assignment

The goals of the assignment are to oversee all aspects related to project implementation; ensuring consistency across the different activity areas of the project, performing overall coordination with local stakeholders and follow up of project activities. This position requires a high level of sustained stakeholder engagement, providing guidance to local partners and consultants, coordinating project activities with the MCII project office in Bonn as well as stakeholders in the field, and assisting the Project Manager in the successful implementation of the project. In conjunction with the Project Manager, the Coordinator will be responsible for the successful, timely and effective implementation of project activities and outputs in the region and the achievement of the project's development objectives.

Responsibilities:

Under the authority of the Director of UNU-EHS and the guidance of the MCII Executive Director and the CRAIC Project Manager, the successful candidate will be entrusted with the following tasks:

- Coordinate with, and effectively support the Project Manager in the successful implementation of the project in accordance with the project proposal, suggesting tangible ways to build upon the results of the first phase of the project;
- Maintain close contact with local insurers, providing effective support with regards to the technical aspects of the product, supporting marketing and distribution activities to reach product sales projections, and identifying gaps that need to be addressed;
- Maintain close contact with the ILO Fellow to oversee capacity development activities for the insurers and distribution channel, awareness raising and community engagement activities, as well as play an active role in the identification of new market segments;
- Maintain close contact with CCRIF to further the project's agenda of strengthening the disaster risk management-resilience nexus; strengthening the project's reach to national disaster management entities and relevant government organizations across the five countries;
- Monitor product performance and maintain oversight of technical adjustments to the products in close coordination with the Insurance Advisor;
- Liaise with and maintain close working relationships with all stakeholders (e.g. public entities, external partners, stakeholders and others) to ensure successful implementation;
- Prepare and participate in field missions and support the project consortium members in contacting local actors;
- Ensure the timely preparation and submission of inputs to meet reporting requirements;
- Represent the organisation at regional events, expert meetings and conferences.

Required Qualifications and Experience:

- A university degree in business administration, economics, management or a related field;
- Experience from working on the Caribbean islands, ideally in the insurance sector;
- Experience with the implementation of different NAT-CAT insurance solutions, incl. parametric insurance approaches, micro-insurance, etc. and/or experience with the application of insurance or other related financial solutions for target groups in developing countries would be an asset;
- Experience in project management, event management and in coordinating with a broad range of actors would be an asset;
- A good understanding and/or interest in disaster risk management and climate change adaptation;
- Excellent professional network in the Caribbean region consisting of contacts to private insurers, government officials (e.g. insurance supervisors, disaster risk management authorities and related) and relevant development actors. Excellent presentation and communication skills (English);
- Initiative taker with the ability to negotiate with partners and a good team worker would be preferred;
- This position entails a high degree of travel.

Applications from suitably qualified women candidates are particularly encouraged.

Remuneration:

Remuneration will be commensurate with qualifications and experience, using local salary scales of the duty station as a basis.

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 duty station will be in the Caribbean. 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.

Starting Date:

As soon as possible.

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;
- an indication of the reference number of the vacancy announcement (2017/UNU/EHS/PSA/PC/98).