

VSA Assignment Description

Assignment Title	Climate and Environment Law Adviser (FIJ 42157)
Assignment Modality	In Country
Assignment Number	42157
Country	Fiji
Location	Suva
Partner Organisation	Ministry of Environment and Climate Change
Duration	One year (with the possibility of extension by mutual agreement)

Sustainable Development Goals



1. Partner Organisation Overview

The Ministry of Environment and Climate Change ('Ministry') was established by the Fiji Coalition Government in December 2023 with the recognition that that climate change and the preservation of Fiji's natural environment share many inherent linkages.

The Ministry's mandate and function is legislated under the Environment Management Act 2005 and the Climate Change Act 2021 respectively. The EMA 2005 specific purpose is for the protection of the natural resources and for the control and management of development, waste management and pollution control. The purpose of Climate Change Act 2021 is to establish a comprehensive response to climate change, to provide for the regulation and governance of the national response to climate change; and to introduce a system for the measurement, reporting and verification of greenhouse gas emissions and for related matters.

The Ministry's overall purpose and organisation overview is to become a reliable environment and climate change regulator, a trusted leader providing reliable science-based policy advice; and guide decision making process on environment and climate related matters at national, regional and international level. Provide reliable stewardship and protection of Fiji's environment as a prized fortune for all Fijians and their future generations.

2. Assignment Overview

The assignment designated to the Climate and Environment Law Advisor is to provide technical and advisory support both oral and written pertaining to climate and environment related scope of work assigned by the Permanent Secretary and Director Climate Change with oversight. The position will contribute to the Ministry's improvement of legislative and policy process through the implementation of the Climate Change Act 2021 and related policy and legislative guidelines aimed to improve efficacy and efficiency of the Ministry's regulatory processes and practices. The role will support the Director Climate Change in establishing the required mechanism and instrument for enforcement of CCA upon gazettal and entry into force of parts and sections of CCA.

3. Goal/Outcomes/Outputs

Goal

The goal of this assignment is to support the Ministry of Environment and Climate Change in implementing the Climate Change Act (CCA) by developing regulations and guidelines, and to strengthen the Ministry's capacity for international climate negotiations through the creation of training materials and staff training.

Outcome 1

Legally binding rules and regulations under the CCA are developed.

The volunteer will work with the Manager Climate Change, and the Department of Climate Change to: -

- Guide consultations with relevant ministries and agencies.
- Support development of draft regulations.
- Support the revision and finalisation of the draft regulations once validation process is completed.

Outcome 2

Guidelines, intending to clarify or explain how the regulations should be interpreted or implemented, under the Climate Change Act 2021 is developed under the Permanent Secretary and Director Climate Change.

Alongside the staff, the volunteer will: -

- Have consultations with relevant ministries and agencies.
- Support the development of draft guidelines as per the CCA
- Revise and finalise draft guidelines once the validation process is completed

Outcome 3

Increased capacity for Negotiators through informed trainings and training toolkits.

Alongside the staff, the volunteer will: -

- support the development of training materials for the negotiators and
- support capacity building trainings to the negotiators.

4. Reporting, Working Relationships and Capacity Building

Climate and Environment Law Advisor will report to the Director of Climate Change under to deliver the outcomes of the role. The Climate and Environment Law Advisor will be tasked with the responsibility of building in-house capacity of respective Heads of Unit in CCD through training, mentoring, workshops including stakeholder and community engagement. The Climate and Environment Law Advisor will liaise directly to the Permanent Secretary and Director Climate Change for advice, direction, feedback, and signoff. The Climate and Environment Law Advisor will work within an agreed work program cleared by the Director Climate Change and endorsed by the Permanent Secretary.

The volunteer will report directly to the Director of Climate Change Division and will be accountable to the Manager Climate Change (MCC) on a day-to-day basis. The volunteer will predominately work with the Head of Units in the Ministry on a case-by-case basis as assigned by the Director Climate Change with oversight of MCC.

The volunteer and Ministry of Environment and Climate Change will have an ongoing relationship with the VSA Programme Manager in terms of assignment monitoring, reporting, professional advice and personal support.

As needs on the ground may change over time, the volunteer is encouraged to review and update the Assignment Description on arrival in consultation with the partner organisation and VSA Programme Manager. By their very nature, development situations can involve significant change, so it is advisable that the volunteer periodically reviews and reflects on the Assignment Description throughout the Assignment to ensure the best development outcomes are being achieved.

5. Selection Criteria/Position Requirements

Professional Specifications

Essential

- A minimum of five years of full-time work experience in climate change, environment or related fields.
- Strong research and analysis skills
- Experience in developing and delivering training or mentoring
- Strong writing and presentation skills
- Project management skills

Desirable

- A master's degree in a relevant field (e.g. law politics, finance, environmental studies)
- Experience working on environmental and climate change related issues
- Experience in International Negotiations

Personal Specifications

Essential

- Respectful of Government process and protocol
- Ability to establish and maintain effective working relationships in multi-cultural context
- Flexibility, patience and ability to adapt and work at a pace set by local colleagues and partners
- Willingness to travel to remote and low resource environments for work

Desirable

- Experience living and working in a developing country

6. VSA Essential Attributes

- Commitment to volunteering, to VSA and to the partner organisation
- Cross cultural awareness
- Adaptability and a willingness to approach change or newness positively
- Able to form good relationships, both personally and professionally, with work colleagues and in the community
- Resilience and an ability to manage setbacks
- Initiative and resourcefulness
- An ability to facilitate learning through skills exchange

7. Country Context

For more information on Fiji, visit <https://vsa.org.nz/our-work/countryregion/fiji>. For more information on Fiji's Ministry of Environment and Climate Change, visit <https://fijiclimatechangeportal.gov.fj/>

8. Living and Working Situation

The Ministry of Environment and Climate Change is in Level 3, Bali Towers, 318 Toorak Road. The Office is near a police post, Ministry of Forestry and Fisheries and Ministry of Health, Restaurants, and public transport: taxi is usually available on the road, or it can be called. The Ministry staff is in 3 different floors with a total of around 80 staff in the building. The Climate Change division has one open floor office space with workstations for all staff. The office has air conditioning and internet access available.

Additional Information

Standard Assignment (12 months or more)

Residency status

VSA volunteers must be New Zealand citizens or have New Zealand permanent residency status and currently living in NZ.

Pre-departure briefing

As part of the volunteer's contract, successful candidates will be required to take part in a pre-departure briefing course run by VSA in Wellington and complete all required pre-reading.

Final appointment

Final appointment will be subject to satisfactory medical and immigration clearances (costs covered by VSA), partner organisation acceptance, and successful completion of the pre-departure briefing course.

Family status

VSA supports partners to accompany volunteers on assignments of six months or longer. However, volunteers with accompanying dependents will not be considered for this assignment.

Fundraising

VSA funding stakeholders are both the Ministry of Foreign Affairs and Trade (MFAT) and donors. We ask volunteers and accompanying partners to fundraise to help cover the cost of sending volunteers throughout the Pacific and beyond. Fundraising can be as simple as doing something you enjoy with a group or friends, and our Fundraising team is available to help you every step of the way.

Vaccination requirements

Potential volunteers are advised that VSA's insurers require volunteers to be vaccinated, prior to departure, in accordance with the instructions of VSA's medical adviser. VSA covers the cost of any required vaccinations.

Children's Act

While on assignment, VSA volunteers may be required to work with children and/or may choose to participate in informal activities in their own time that involve interactions with children (such as coaching teams or teaching English). VSA is committed to the protection of vulnerable children and adults, which also includes meeting our commitment under the Children's Act 2014.

The information requested during the application process is necessary to assist VSA to determine applicant suitability to work and/or interact regularly with children and is part of a series of pre-selection checks undertaken on all applicants for VSA assignments.

Volunteer package

The volunteer's package includes the following:

Reimbursements and grants

1. The volunteer may be entitled to an establishment grant to help them set up in their country of assignment, and a rest and respite grant after a specified period of active service in-country to encourage the volunteer to take a break away from the immediate assignment location. These grants depend on the length and location of the assignment. The volunteer's contract will specify any grant entitlements.
2. The volunteer will receive a monthly living allowance of FJD 1,520

Accommodation

Basic, comfortable furnished accommodation will be sourced by VSA. In some circumstances volunteers may be asked to share accommodation.

Airfares and baggage allowance

VSA will provide the volunteer with economy airfares to and from New Zealand for their assignment plus a baggage allowance.

Insurance

VSA will provide travel insurance to cover baggage and personal property, and non-routine medical expenses for the duration of the assignment. Further details of the insurance cover will be provided during the volunteer pre-departure briefing.

Utilities

VSA will reimburse volunteers reasonable expenses for household utilities while on assignment.

Final terms and conditions relating to the specific volunteer assignment will be confirmed in a personalised volunteer contract.