

Support the U.S. Department of State on formulating and negotiating international climate adaptation and resilience policy.

Organization: U.S. Department of State, OES Bureau, Office of Global Change (OES/EGC)

Position: Climate Adaptation Expert (Contractor)

Term, Experience Level, Special Requirements:

The Department of State's Office of Global Change is looking for an exceptional candidate to fill a contract position focused on international climate adaptation and resilience.

The Office leads U.S. engagement in international negotiations under the UN Framework Convention on Climate Change (UNFCCC) and other relevant international meetings and bodies. We shape the development and implementation of climate change initiatives on energy, sustainable landscapes, and adaptation. Our work is demanding, intellectually challenging, involves substantial international travel, and is done in a fast-paced and high-profile environment.

Responsibilities:

- Assists with the climate adaptation and resilience portfolio including the President's Emergency Plan for Adaptation & Resilience (PREPARE); bilateral and multilateral cooperation on climate adaptation and resilience; and, engagement related to USG disaster risk reduction equities.
- Provides support for certain aspects of the OES/EGC adaptation portfolio, including the U.S.-supported efforts to develop and implement national adaptation plans funded international climate adaptation networks and advising OES/EGC officials on funding proposals for multilateral climate adaptation funds.
- Supports U.S. negotiations on adaptation and loss and damage at the UNFCCC and other international fora.
- Assists with regional bilateral portfolios.
- Assist with coordination with other U.S. federal agencies on adaptation and resilience
- Support the Department's development and implementation of climate-related foreign assistance programs, including support for monitoring and evaluation of grants to achieve results in areas such as adaptation and climate-resilient development.
- Drafting reports and talking points related to climate change adaptation and reviewing adaptation-related technical documents prepared by UN bodies.
- Drafting of briefing memos, position papers, decision memoranda, talking points, meeting notes and summaries, correspondence, and other communications in support of senior USG climate negotiators on climate adaptation and resilience.

Qualifications:

- Three or more years of experience working on climate adaptation and resilience issues.
- Familiarity with planning processes for strengthening adaptation and resilience, particularly in developing country contexts.
- Bachelor's degree with coursework in environmental policy, economics, political science, and/or international relations.
- Ability to work under pressure with short deadlines.
- Strong organizational skills, attention to detail, and ability to distill complicated technical and policy issues.

- Ability to determine priorities without frequent guidance and to quickly learn and navigate complex organizational structures.
- Strong interpersonal skills and ability to work effectively with a wide variety of stakeholders, including policymakers, representatives of other governments, state and local officials, business executives, and non-governmental organization representatives.
- Ability to communicate clearly, succinctly, and persuasively and draft high-quality written materials in a large range of formats and under tight deadlines.
- Ability to learn quickly the complex organizational structure of the Office of Global Change and its relationships with the Office of the Special Presidential Envoy for Climate change and other relevant Department offices and USG agencies.
- Ability to obtain and maintain a Secret-level security clearance and DoS badge.
- Must be a U.S. citizen.

This is contract position roughly equivalent to a GS-11 or GS-12, depending on experience and qualifications. As such, there is no corresponding USAJobs announcement.

Date: Please email your resume and cover letter no later than April 28, 2023.

Duty Station: Washington, DC

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