Executive Officer to the LDC Chair

**Full time, fixed term contract:** April 2024 – December 2024, with intention of extension for 2nd year

**Background**

The **Least Developed Countries Group** is made up of 46 countries across Africa, the Asia-Pacific and the Caribbean, with a joint population of over one billion people. Incredibly vulnerable to environmental and economic shocks, and disproportionately affected by the climate crisis, our countries negotiate together as a bloc at UN climate talks to advance our shared interest of a fair and ambitious global response to climate change.

Evans Njewa, Chief Environmental Officer, Government of Malawi will Chair the LDC Group in 2024 and 2025. He is recruiting an in-country support team to work closely alongside him throughout his Chairpersonship to support the day-to-day activities of coordinating the LDC Group and fulfilling the responsibilities of the LDC Chair.

The Executive Officer will be contracted by the **International Institute for Environment and Development** (IIED) to serve the LDC Chair.

The Executive Officer will be based in Lilongwe, Malawi and travel with the Chair as necessary to fulfil the responsibilities of this role.

**Specific tasks of the Executive Officer to the LDC Chair**

In supporting the LDC Chair, the Executive Officer’s responsibilities include but are not limited to:

1. **Managing the Chair’s email account and calendar**
   - Managing the LDC Chair’s email account and related correspondence
   - Managing the Chair’s agenda and resolving scheduling conflicts
   - Liaising with other delegations/negotiating groups/UNFCCC secretariat/officials from intergovernmental organisations/civil society/media, as appropriate, to schedule bilateral meetings or connect them with the right person

2. **Supporting the LDC Chair to coordinate the LDC Group constituency**
   - Maintaining an up-to-date list of LDC coordinators and contact information (including emails and mobile numbers)
   - Drafting agendas and sharing relevant documents with the group ahead of meetings
   - Circulating relevant reports, draft documents and submissions, event invitations, etc
   - Coordinating with the LDC thematic coordinators and thematic teams, including via WhatsApp for urgent matters
   - Tracking activities and interactions of the LDC group during the course of the workplan
   - Keeping the LDC Group’s Knowledge Portal up to date and ensuring all presentations, briefing documents, and other relevant files are uploaded and shared with LDC Group members as relevant
   - Managing the Zoom licence for the LDC Chair and assisting with effective virtual coordination of the LDC Group, including scheduling and sharing meeting links
   - Making recommendations to improve the coordination of the Group, where relevant

3. **Ensuring timely submissions on behalf of the Group are made to the UNFCCC**
   - Notifying relevant LDC Group members of upcoming submission deadlines, circulating draft submissions for inputs, and submitting final versions to the UNFCCC
   - Submitting statements made on behalf of the LDC Group to the UNFCCC secretariat for uploading on UNFCCC website, and to the media team for uploading on the LDC website
• Ensuring LDC Group communications, submissions and other documents are suitable for sharing externally (e.g. use of LDC Group logo, style, etc.)
• Liaising with the UNFCCC Secretariat and others as required

4. Supporting the LDC Group at UNFCCC meetings
• Attending all UNFCCC sessions
• Liaising with the UNFCCC secretariat and booking rooms/venues for LDC coordination meetings and ad hoc meetings during UNFCCC sessions, as required
• Liaising with LDC coordination meeting guests, as required
• Noting and sharing LDC Group Coordination Meeting minutes and actions and helping the Chair to monitor progress against them
• Printing documents and delivering them to negotiating rooms, as required

5. Provide Travel and Logistical Support to the Chair
• Organising the Chair’s international travel and logistics
• Provide logistical support to the LDC Chair including visa processing, logistic arrangements, filing letters, etc.
• Supporting logistical aspects related to meetings organised by the LDC Group, in particular LDC ministerial and strategy meetings

6. Provide ad hoc support to the LDC Chair at high-level events
• Supporting to draft speeches, talking points and LDC Group statements
• Providing in-person support at events as required

7. Providing brief bi-monthly updates on activities to IIED.

Criteria for fulfilling this role

Essential
• Experience in similar role
• Excellent written communication skills
• Fluency in English
• Willingness and ability to travel internationally as required
• Excellent personal organisational skills and ability to work under own initiative
• Based in Lilongwe, Malawi

Desirable
• Familiarity with the UNFCCC processes and LDC Group

How to apply
Please send a copy of your CV to anna@ldc-climate.org by Friday 8 March along with a cover letter (maximum one page) detailing your interest in the position, how you meet the essential criteria, and your suitability for fulfilling the responsibilities of this role.