CDKN is a global initiative designed to support developing countries tackle the challenges posed by Climate Change. The Network is unique in bringing together cross-sector specialists from around the globe to support decision makers tackle climate change and poverty. For details, please visit www.cdkn.org.

Main Duties and Responsibilities:

This is an exciting opportunity to help Regional Director shape and implement the overall CDKN objectives in the Asian region. The post holder will coordinate and drive CDKN’s efforts in the Asian region and work closely with counterparts in the region. The incumbent will work closely with the Regional Director and the CDKN team in Asia and elsewhere in

- Driving One CDKN across outcomes and outputs
- Embedding learning, sharing and knowledge management throughout the overall programme and outcome portfolio
- Supervision of the regional/country programme (including outcome level programme) and delivery as per the business plan
- Leading the learning strategy in the region
- Providing support to the regional team and assist with high level engagements and brokering for CDKN
- Supervising and engaging Country Engagement Leader in various Asian countries for country program cohesion and project scoping supporting in the Asian project portfolio management and ensuring quality control (technical content)
- Project scoping in coordination with Country Engagement Leaders/Project Managers
- Ensuring quality control (technical content)
- Overall project management of the portfolio, including supervision and operational support
- Support co-ordination between the hub (outcomes and outputs) and the region (and also across regions)
- Supervision and coordination with regional officers and output/country project managers
- Ensure oversight of budget and the project spending
- Representing RD when necessary both internally and externally
- Lead the development and implementation of the Asian partnerships strategy in collaboration with the regional Director and coordinators.
Person Specifications - Essential Knowledge/qualifications

- Master’s degree in relevant field (climate change, development/environment/information science).
- Minimum of 5 years practical experience in managing large, multi-stakeholder project. Experience of working in multiple countries of south Asia would be preferred.
- Good understanding of current thinking on the position of climate change and climate compatible development in the South Asian and the key players.
- Specific knowledge, experience and interest in climate and development issues, actors, and policy process.
- Expert knowledge of climate change priorities and institutions in south Asia.
- Ability to identify and engage effectively with key contacts in media, government, developing country partners and other agencies.
- Strong interpersonal and team leadership skills – able to motivate, mentor, and liaise and communicate with colleagues at all levels of seniority.
- Excellent IT and Microsoft Office skills; practical experience with email and internet communication systems (e-conferencing and list serves etc); database management skills.
- Willingness to travel frequently