

Project Coordinator (f/m/d) for *Climate Transparency* (parental leave cover)

31 October 2019

Application Deadline:	30 November 2019
Starting Date:	1 February 2020
Duration:	1 year, until 30 January 2021 (extension depends on available funding)
Location:	Berlin, Germany
Job Type:	Full-time (40 hours per week)
Job Category:	at least 2 years of relevant professional experience required

The HUMBOLDT-VIADRINA Governance Platform is a not-for-profit, limited liability company, based in Berlin / Germany. We promote democratic processes and thought-through governance strategies in Germany, Europe and worldwide (www.governance-platform.org/en). The HUMBOLDT-VIADRINA is hosting the International Secretariat of Climate Transparency.

Climate Transparency is a global partnership with a shared mission to stimulate a 'race to the top' in G20 climate action and to shift investments towards zero carbon technologies through enhanced transparency. The partnership's annual [Brown to Green Report](#) compares the climate performance of G20 countries in the areas of mitigation action, finance and vulnerability. The report and outreach activities increase awareness and peer pressure among policy-makers of G20 governments and influencers from civil society and the financial sector on a national and international level (www.climate-transparency.org).

Climate Transparency's major goal in 2020 is to enhance the knowledge of key actors on G20 climate performance and thus their readiness to push for more ambitious climate action in G20 countries with a particular focus on Argentina, Brazil, India, Indonesia, Mexico and South Africa. Activities will include the production of the Brown to Green Report, policy papers and other knowledge products, conduct targeted outreach in the form of workshops and media work. The partnership is financed through the International Climate Initiative (IKI), ClimateWorks Foundation and the World Bank.

Job description:

We are seeking an experienced project coordinator (f/m/d) to strengthen our Climate Transparency team as parental leave cover. The main responsibility will be to co-coordinate the production process of the Brown to Green Report 2020. This involves substantial content work and project management tasks in close cooperation with the existing project team as well as our 14 partner organizations in G20 countries.

Key responsibilities include, but are not limited to:

- Develop the concept of the Brown to Green Report 2020 in close cooperation with partners from various G20 countries (coordination of content and processes, incl. editing and design)
- Further develop impact strategy of the Brown to Green Report 2020 and present findings at workshops and conferences (e.g. COP26 in Glasgow) and bilateral meetings
- Support the coordination of the implementation of sectoral deep dives papers (e.g. on climate-compatible transport or coal phase-out strategies) and stakeholder engagement approaches by

Vacancy:

partners in G20 countries and ensure timely delivery and documentation and associated stakeholder workshops in partner countries

- Conduct regular project management tasks (incl. impact monitoring and documentation, support donor reporting, support financial management of project, internal communication of the partnership, preparation of international partner workshop, preparation of Steering Group Calls)
- Travel within Germany and abroad

Knowledge, experience and skills:

- Minimum education: Master's degree in a relevant subject
- Minimum of two years of experience in the area of climate change with an understanding of the climate policy landscape, both at the country as well as international level
- Knowledge in different fields (mitigation, finance, adaptation) and/or different sector (e.g. energy systems, industry, forestry, agriculture)
- Excellent report writing, communication and presentation skills
- Experience in handling data sets and ability to develop narratives appealing to different stakeholder groups
- Experience in managing medium size projects and project teams at the international level with a diverse range of stakeholders
- Full proficiency in English (spoken and written), other languages, in particular German, are an advantage
- Advanced knowledge of Microsoft Office applications (Word, Excel, Outlook etc.)

We offer:

- A friendly, flexible and motivated team in our office in Berlin
- Working with an inspiring and inspired international partnership from G20 countries
- Participation at international conferences and events

Interested?

Qualified candidates should submit a CV, a cover letter and at least one reference **until 30 November 2019** to career@governance-platform.org. Interviews are planned to be conducted in December / beginning of January 2020.