

**Programme Coordinator: Climate Transparency (f/m/d)**

<b>Application Deadline:</b>	25 April 2021
<b>Starting Date:</b>	as soon as possible, ideally May 2021
<b>Duration:</b>	2 years (extension subject to funding)
<b>Location:</b>	Berlin, Germany
<b>Job Type:</b>	Full-time (40 hours per week)
<b>Job Category:</b>	at least 5 years of relevant professional experience

**Who we are:**

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. The Humboldt-Viadrina Governance Platform is hosting the International Secretariat of [Climate Transparency](#), in collaboration with [Climate Analytics](#).

[Climate Transparency](#) is a global partnership of 16 research institutions and NGOs in G20 countries 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 [Climate Transparency 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. Climate Transparency further facilitates peer learning among G20 countries through cross-country sectoral decarbonization policy papers and workshops. The partnership is financed through the International Climate Initiative (IKI), ClimateWorks Foundation, the German Federal Foreign Office, European Climate Foundation (ECF), and the World Bank.

**Job description:**

We are seeking a **Programme Coordinator** in the international Secretariat of Climate Transparency to coordinate day to day operations of Climate Transparency, implement specific projects and support in further developing the partnership through ideas and fundraising, in cooperation with the Programme Director.

**Key responsibilities include:**

- **Coordination of work streams of the Climate Transparency partnership:** ensure the effective implementation of different workstreams, coordinate and guide the project team and consultants and liaise with partner organisations in G20 countries in their project implementation and reporting
- **Implement projects:** based on expertise, plan and implement projects such as
  - a German Federal Office funded project 'Aligning international energy finance for a net-zero economy' (May/June 2021 – November 2021): develop the concept of and prepare three online policy dialogues between German and Japanese, South Korean and Indonesian high-level decision makers and stakeholders respectively in cooperation with partner organisations in the three countries

## Vacancy:

- **Finance management and controlling:** with support of the finance manager, set up budgets and ensure effective and efficient use of funds based on set targets and defined activities, overview cash flow, plan and control staff costs
- **Manage donor relationships and engage in fundraising:** monitor the impact of project activities, prepare regular project and financial reports, with support from the finance manager, to different funders and write new project proposals
- **Present the work of Climate Transparency** at webinars, conferences and other public and stakeholders' meetings

### Knowledge, experience and skills:

- Master's degree in a relevant subject
- At least five years of experience in international project management ideally in the area of climate change, including budget planning, guiding other team members and managing donor relations with public and private funders (International Climate Initiative – IKI - highly desired)
- Solid knowledge of climate mitigation and/or sustainable finance and understanding of international climate politics (e.g. UNFCCC, G20)
- Excellent writing and communication skills in German and English
- Strong time and priority management, the ability to remain calm under pressure, and solve problems in a collaborative way
- Excellent interpersonal skills and an ability to quickly build relationships with partners and colleagues while remote working
- Readiness to travel within Germany and abroad (as soon as COVID allows for travels)

### We offer:

- An open and flexible working environment with friendly atmosphere
- Working with an inspiring international partnership with research organisations and NGOs from G20 countries
- Opportunities for training and personal development
- An office in the centre of Berlin near the Brandenburg Gate

### Interested?

Qualified candidates should submit a **CV** and a **cover letter** until 25 April 2021 to Sebastian Wegner ([career@governance-platform.org](mailto:career@governance-platform.org)), incl. list of three references.