



Senior and Junior Climate Change (Adaptation) Project Specialists

Job Type: Repeat short-term assignments (may evolve into longer-term commitment)

Primary Location: Home-based assignment, with some travel expected

OUR PURPOSE

Okapi Environmental Consulting is a boutique consulting company based in Montreal, Canada, with operations around the world. Founded in 2011, Okapi is primarily dedicated to supporting **sustainable development and climate change projects** in developing countries.

Our clients are international organizations such as United Nations agencies (UNEP, FAO, WFP), development banks (Asian Development Bank, World Bank), international funds (Global Environment Fund, Green Climate Fund), national governments, NGOs and private companies.

We work in the following main areas:

- Assistance in mobilizing climate finance, whether public or private. This assistance takes the form of support for the development of projects, funding proposals, training, or technical advice. Most of our projects take place in developing countries.
- Technical support for the implementation of sustainable development, conservation, climate adaptation and mitigation initiatives, including project management support, or scientific and technical expertise on different sectors.
- Monitoring and evaluation services, whether ex ante or ex post, according to international standards.
- Development of guidelines, protocols, policy briefs, etc.

Our team is comprised of a core group of Senior Project Managers and Consultants assisted by a roster of decentralized associate consultants. Our expertise and the quality of our work is what sets us apart. Our structure and mode of delivery are agile and flexible.

YOUR MISSION SHOULD YOU ACCEPT IT

We are looking for **Climate Change (Adaptation) Project Specialists** to assist us in:

- Developing and drafting country project proposals to be submitted for funding. This work requires an understanding of the issues involved in each project, as well as careful attention

to detail and good writing skills in English and, when the pandemic allows, a willingness to travel.

What will your typical day look like?

No two days are the same for a **Project Specialist** at Okapi Environmental Consulting, but in this role, you will be called upon to:

- Work collaboratively as part of project teams to meet our clients' expectations of high-quality consulting services
- Conduct desk reviews and stakeholder interviews
- Conceptualize and draft funding proposals
- Develop training material
- Consult with clients to understand their needs and help them to define the best solution to meet their goals
- Identify and solve problems using analysis, experience and judgement and provide meaningful solutions and expertise.
- Effectively organize and communicate information in compelling ways, including developing deliverables and facilitating meetings and working sessions.

You will be expected to work a minimum of 30 hours per week. To respond to tight deadlines, you may regularly be required to work more than said minimum.

Given that projects are in different geographical areas, flexibility to participate in evening in calls is required.

YOUR PROFILE

You have:

- At least a bachelor's degree in a relevant field (e.g. International Development, Global studies, International Relations, Environmental and Climate Science, Ecology). A master's degree completed or in progress is a major asset.
- At least two years of prior experience in a similar role (project development and writing) (Junior Specialist). Some experience with the main climate finance mechanisms (GCF, GEF, etc.) would be considered a major asset
- At least five years of prior experience in a similar role (project development and writing) (Senior Specialist). Some experience with the main climate finance mechanisms (GCF, GEF, etc.) would be considered a major asset
- A good basic knowledge of climate change issues in developing countries.
- A strong ability to express yourself in written and spoken English. A good knowledge of French, Spanish or another language would be an asset.
- A strong ability for research and to synthesize, assess and communicate information effectively. You can use analysis, experience, and judgement to develop meaningful deliverables.
- An ability to work independently, manage multiple tasks, and meet tight deadlines.
- Demonstrated capacity to learn.
- Leadership skills.
- Mastery of MS Office suite and telecommunications software.

You are:

- Comfortable working with diverse individuals and cultures.
- Proactive and will contribute positively to your teams and clients.
- Comfortable working in ambiguity. You can work in a fast-paced environment with sometimes unpredictable circumstances or changes and make informed decisions without all the information.
- Curious. You have an open mind and are keen to learn.
- Resilient. You demonstrate grit, the ability to withstand adversity, bounce back from challenges and tackle problems in new ways.
- Willing to travel for periods of up to 2 weeks at a time once public health restrictions are lifted.

TO APPLY

If this opportunity interests you, and you meet the above requirements, please submit the following information to info@okapiconsulting.ca:

- Your CV (in pdf format)
- A letter summarizing your experience what you would add to the organization (in pdf format). Your letter **MUST** include your expectations in terms of hourly fee.
- A writing sample in English (research brief, term paper, article) (in pdf format).

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.

This offer was posted on 8 September 2021. The available positions will be filled as soon as suitable candidates are identified. For that reason, we invite you to submit your application as soon as possible.