



საქართველოს გარემოს დაცვისა და
ბუნებრივი რესურსების სამინისტრო

**Ministry of Environment Protection and Natural Resources of Georgia
Integrated Environmental Management Department
Hydrometeorology and Climate Change Division**

Terms of Reference

Position Title: Interns

Reports To: Head of the Hydrometeorology and Climate Change Division

Specific tasks include but are not limited to:

1. Participate in evaluation of impacts of climate change on natural ecosystems and country's economic sectors;
2. Participate in establishment/improvement the greenhouse gases (GHG) emissions data collection system as well as contribute to the preparation of an inventory of GHG in accordance with the UNFCCC guidelines;
3. Participate in development, management and implementation of projects in the fields of mitigation and adaptation to the climate change;
4. Provide technical support in mainstreaming climate change in National/Regional/Sectoral programmes;
5. Participate in public awareness campaigns on climate change issues;
6. Prepare materials for ongoing Kyoto Protocol negotiations;
7. Participate in preparation of a National Strategy and Action Plan to address climate change and its adverse impacts;
8. Prepare concrete proposals for coordination of Climate Change-related activities of relevant Ministries, entities, scientific- research and other organizations in order to meet the commitments of the country to the UNFCCC;
9. Participate in implementation of the KP-related policy in Georgia:
 - ◆ Development of specific legal acts as well as enhancement of institutional and technical capacity for preparation, promotion and implementation of CDM projects;
 - ◆ Facilitate communication between CDM project proponents and investors;
 - ◆ Collect and provide information to support the marketing of Certified Emissions Reductions (CERs);
 - ◆ Awareness raising on CDM issues among decision-makers and other relevant stakeholders;
 - ◆ Participate in international forums on CDM mechanisms.
15. Participate in planning and management of Reforestation Carbon Projects and REDD initiatives.
16. Carry out any other duties appropriate to the post as directed by the Head of Division.

The following skills are required:

- ◆ Basic knowledge in climate change and sustainable development issues;
- ◆ Familiarity with UN Framework Convention on Climate Change (UNFCCC) and its Kyoto Protocol;
- ◆ Excellent oral and written communication skills (Georgian and English languages);
- ◆ Team player, strong organisational, analytical, communication and advocacy skills;
- ◆ Good problem solving skills;

- Ability to comply with tight deadlines;
- Ability to work in fast-paced team environment;
- Good computer literacy (Microsoft Office and Excel).
- Experiences in writing and presenting technical reports in Georgian and English languages.
- Familiarity with low carbon development strategies and opportunities to mobilise funds for low carbon development projects (desired but not mandatory);

Interested candidates should send their CV and a cover letter to s.machaidze@moe.gov.ge and geoairdept@caucasus.net by October 18th, 6 pm.