



Every life counts! Every day, our aid projects change people's living conditions for the better by supporting these people in need and sustainably helping them to help themselves. We at ADRA are an internationally active aid organization and carry out projects worldwide in development cooperation and disaster relief, as well as social business.

In a globally active network with activities in over 140 countries, we are committed to providing immediate and emergency aid to help people survive crises and disasters in the short and medium term. We support people in their hope for better living conditions with long-term projects in areas such as food security, health, education and income.

BACKGROUND:

Since 2018 ADRA Germany is working on Calculating its Carbon Footprint in the office setting. In 2019 we developed customized Carbon Calculator, which was applied in a pilot project in 4 countries. In 2021 we finalized Carbon Reduction Guide (<https://adra.de/wp-content/uploads/2021/11/CNS-Carbon-Reduction-Guide.pdf>), where we published lessons learned of the pilot and elaborated on the use of the tool. Carbon Reduction and Environmental protection is embedded in our programmatic strategy, indicators and structures (Sustainability Working Group & Resilience Working Group). End of 2021 ADRA Germany and ADRA Canada become official signatories of the Climate Charter. In April 2022 ADRA Germany and ADRA Canada volunteered to become participants of the Pilot (Group 2) to test Carbon Accounting Tool newly developed by ICRC and EcoAct. To further professionalize our efforts in Climate Change Adaptation and Mitigation, Carbon Reduction & Environmental Protection ADRA is looking for a staff support.

**Technical Coordinator – Carbon accounting & Environmental Protection
(Fixed Term – 12 months, Full-Time)¹**

¹ This position is subject to securing the project funding

SCOPE OF WORK:

Technical Coordinator – Carbon accounting & Environmental Protection will focus on the 3 main objectives: creating and documenting data collection system for Carbon Accounting, gathering and analyzing the data to feed into the system including training/coaching of ADRA staff in using the system, as well as supporting further action to reduce ADRA environmental footprint, working in collaboration with counterparts in ADRA Germany and Canada. This position is ideal for a highly self-motivated **solution-oriented** team player with **strong technical/innovation experience**, great collaboration and mentoring skills who can produce specific deliverables within a limited period.

OBJECTIVES AND RESPONSIBILITIES:

- 1. Creating and documenting system for data collection:** Create a system for collecting Carbon accounting data based on the existing Carbon Accounting Tool
 - Identify, on the basis of the Carbon Accounting Tool, the relevant logistic and financial data to carry out a carbon assessment incl. specific data from the suppliers (product emission factors, specific reports, etc.)
 - Elaborate and document an internal system for data collection from projects and offices to a central point for analysis
 - Document procedures/processes for the efficient working of the system

- 2. Gather and analyze the data, including training/coaching:** Initiate and coordinate data gathering through coordination with ADRA offices (counterpart identification, coaching of the counterpart, regular collection/exchange of data from the counterpart sourced from the logistics and finance sectors)
 - Identify and train counterparts for each office to collect the data from (potentially also provide trainings to programs, finance and logistics units in the implementing offices on how to obtain and consolidate the needed data)
 - Verify and consolidate the information provided by counterparts in a central database
 - Propose methods for acquiring data identified as missing
 - Work on the future automation of the tool, and liaising with Carbon Accounting Tool Team
 - Understand the types of emission made
 - Analyze the existing reports and data from the counterparts collected in central database
 - Release the carbon footprint report of ADRA Germany & ADRA Canada (annually); project carbon footprint report (by the end of the project); total annual Carbon footprint of ADRA Germany & ADRA Canada incl. supported projects.

- 3. Support Action forward:** support development/update of Action plan for Carbon reduction in offices and projects of ADRA Germany and ADRA Canada.
 - 3.1. Help ADRA Germany & ADRA Canada to structure their environmental response:
 - Review and update of Carbon Reduction Plan
 - Work with M&E to incorporate this plan into Program Indicators
 - Support development of Climate Charter commitments

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- Work with Organization Development representative, IT, finances, compliance and logistics to incorporate this plan into office systems and processes
- Support ADRA Germany and ADRA Canada in the development of concept notes or proposals with climate change/environmental protection focus, as time allows and agreed with immediate supervisor

3.2. Help ADRA Implementing offices, working with ADRA Germany & ADRA Canada to structure their environmental response:

- Incorporating relevant indicators and activities on the proposal planning stage
- Incorporating relevant indicators and activities in the office set up/ Office Carbon Reduction Plan
- Conducting learning events/mentoring for implementing offices on the above topics
- Facilitate Q&A Platform for information exchange between participating ADRA offices on information collection, adjustment of environmental response, Carbon Reduction plan etc. Identify and enable core group of few strong offices to be main content presenters in this exchange platform (task force) in order to encourage smaller offices and give ideas on the possible solutions

NB: the position tasks will be reviewed upon hiring and every 3 months, as there may be possible adjustments related to the project development and recommendations from EcoAct consultant

REPORTING LINES:

- Technical Coordinator – Carbon accounting & Environmental Protection reports directly to ADRA Germany Asia-Pacific Unit/Environmental focal point (primary reporting contact). ADRA Germany and ADRA Canada will jointly determine the work to be done by this position.

REQUIREMENTS:

- Bachelor's degree in relevant discipline, Master's Degree preferred
- Experience (cross-sectoral position): At least three years of work experience in humanitarian/development programs or logistics, finances, coordination and management fields. Related experience and knowledge in the fields of Climate Change, Emission reduction and Carbon Accounting. Related experience/understanding of organizational financial and logistic processes.
- Demonstrated successful experience in management of similar projects/assignments with cross-sectoral components (technical system creation/cooperation/finances & logistics system optimization)
- Demonstrated strong experience in capacity building/mentoring of national and international staff (incl. day to day mentoring, trainings, coaching programs etc)
- Very strong English writing, editing, and critical analysis skills
- Ability to work well under administrative and programmatic pressure. Flexibility to adapt to changing requirements.
- Commitment to ADRA's mission, purpose and values

ADRA GERMANY OFFERS:

- Contract length: 12 months, extension possible
- Duty Station: Germany, remote work with residence in another country may be possible
- Start date: as soon as possible
- An attractive salary package based on the candidate's experience and qualifications
- Reimbursement of costs of visas and vaccinations; assistance with visa application procedure
- Comprehensive job orientation and support in administrative matters related to the start of work

YOUR CONTACT PERSON

Have we caught your interest? Then we look forward to receiving your application including your salary expectations, your preferred place of work and the earliest possible starting date.

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