

## Terms of Reference

### Officer – Knowledge Management

#### Description

The Carnegie Climate Geoengineering Governance Initiative (C2G2) is an initiative hosted by the Carnegie Council for Ethics in International Affairs (CCEIA) to catalyze the creation of effective governance for climate geoengineering technologies (largescale carbon removal and solar geoengineering technologies) by shifting the conversation from the scientific and research community to the global policy-making arena, and by encouraging a broader, society-wide discussion about the risks, potential benefits, ethical and governance challenges raised at every stage of their development, including research, testing, and any consideration of deployment. Founded in 1914 by Andrew Carnegie, CCEIA is an institution with global reach which for over 100 years, has promoted voices for ethics in international relations, education, and policy.

#### Context

Geoengineering is defined as intentional planetary-scale intervention in the Earth system to reduce the risks of climate change and includes both largescale carbon removal and solar radiation modification. There is increasing interest in these as the challenge of staying well below 2°C above preindustrial levels and pursuing efforts to limit the temperature increase to 1.5°C above pre-industrial levels - as called for in the 2015 Paris Agreement, - becomes more apparent. These technologies would have significant, long-term, planetary-wide consequences for this and future generations. No comprehensive governance framework(s) exist for their effective management, which, given their impacts, fundamentally requires multilateral governance. Yet policymakers around the world have yet little if any understanding of these technologies and their governance needs.

There is an urgent need for a broad, inclusive global discussion on how to govern the research, possible testing and deployment of these emerging technologies. The C2G2 Initiative is expanding this discussion from academia to the national and intergovernmental policy community, through systematic engagement with government representatives, intergovernmental organisations, civil society organisations, the private sector, and other non-state actors.

C2G2 is impartial. It is not for or against the research, testing or potential use of geoengineering. We believe that is a decision society must take, and that the risks of having this conversation now are far less than not doing so.

C2G2 is currently supported by private foundations that invested early in the need to support a ground-breaking initiative of this nature. Based on the success of C2G2's progress to date in catalysing action on governance, it is clear that governments need to be the primary actors in addressing these issues, and therefore also need to be the source of funding for future work. Current philanthropic donors support this stance, with the expectation that C2G2's continued success in catalysing the international governance of geoengineering depends on it receiving public resources.

## Responsibilities

Under the overall guidance of the Executive Director of C2G2, in collaboration with C2G2 colleagues, and reporting to the Director of Knowledge Management, the *Knowledge Management Officer* will support knowledge management, research and analysis which will include, inter alia:

- Coordinate processes and delivery of products to ensure C2G2's work is informed and enabled by high quality information and knowledge;
- Collect, process, organise and analyse (largely qualitative) data, information and knowledge relevant for C2G2's work, including supporting and/or coordinating:
  - production of topical content knowledge products;
  - monitoring, reporting and evaluation of C2G2's activities;
  - collection, organisation and management of strategic and operational knowledge;
- Liaise and manage relationships with knowledge providers, partners and consultants;
- Interact and collaborate with C2G2 colleagues to ensure effective knowledge management;

Other responsibilities as agreed between the Knowledge Management Officer and the Director of Knowledge Management or the Executive Director

## Location

C2G2 operates as a virtual team working in various locations worldwide. As an independent contractor the candidate can be based in any location where s/he has a work authorization. High-speed internet connection (partial support to increase connectivity can be provided) and proximity to an international airport is essential. No work-visa can be sponsored by Carnegie Council in any location.

## Qualifications

### *Qualifications (essential)*

- Minimum of 5-10 years of experience in research, analysis and/or knowledge management;
- Strong administrative, and organisational skills;
- Strong analytical skills;
- Strong attention to detail and commitment to quality;
- Strong skills in developing and using software (e.g. Microsoft Excel) to effectively organise, manage and share knowledge;
- Political sensitivity and discretion;
- Ability to write and speak clearly and concisely about complex issues;
- Experience working in an international, multi-cultural, multidisciplinary context;
- Fluent English speaking and writing skills;

### *Qualifications (desirable)*

- Experience in using Office 365, SharePoint and cloud-based collaborative software;
- Familiarity with climate science, sustainable development, politics and/or international relations;
- Familiarity with international, governmental and non-governmental organizations;
- Experience working in a virtual team in the governance of emerging technologies;
- Knowledge of languages other than English;

### **Remuneration and Benefits**

This is an independent contractor full-time position and is open and available as soon as possible. The contract will be until December 2019 but will be extendable subject to satisfactory performance. The yearly gross remuneration rate will be commensurate with the level of relevant experience, up to a maximum of USD 78000 per year and prorated to the length of service. Work will be performed from the officer's home office and may require occasional travel.

The incumbent will become part of the C2G2 virtual global team during this period. From an administrative perspective, the work will be undertaken as an independent contractor of CCEIA.

### **Applications**

Applications from suitable candidates should be sent (indicating “**Knowledge Management**” in the subject line) to [vacancy@c2g2.net](mailto:vacancy@c2g2.net) by not later than 20 January 2019.

Female candidates from the Global South are strongly encouraged to apply.

New York, Geneva, 14 December 2018