Partnership Initiative for Sustainable Land Management

PARTNERSHIP INITIATIVE FOR SUSTAINABLE LAND MANAGEMENT (PISLM)
VACANCY ANNOUNCEMENT
Systems and IT Expert (SIE)
Project: Capacity-building Initiative for Transparency (CBIT)

Position Title	Systems and IT Expert
Organization	Partnership Initiative for Sustainable Land Management (PISLM)
Project	Capacity-building Initiative for Transparency (CBIT)
Preferred Duty Station	Homebased
Reports To	Chief Technical Advisor
Contract Type	Project-funded Fixed-Term Contract
Closing Date	November 30th 2026

ABOUT PISLM

The Partnership Initiative for Sustainable Land Management (PISLM) is an intergovernmental organization dedicated to strengthening sustainable land management, climate resilience, environmental governance, and ecosystem restoration across Caribbean Small Island Developing States (SIDS). Working closely with governments, regional institutions, development partners, civil society, and international organizations, PISLM supports the development and implementation of innovative programmes that promote sustainable environmental management and enhance resilience to climate change.

ABOUT THE PROJECT

The Capacity-building Initiative for Transparency (CBIT) Project seeks to strengthen institutional and technical capacities for transparency under the Paris Agreement across participating Caribbean countries. The project supports the development of national Transparency Management Systems, enhanced greenhouse gas inventories, climate reporting systems, institutional coordination mechanisms, and regional collaboration to improve countries' (Commonwealth of Dominica, Grenada, Saint Kitts and Nevis, Saint Lucia and Suriname) ability to meet their reporting obligations under the United Nations Framework Convention on Climate Change (UNFCCC).

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PURPOSE OF THE POSITION

The Systems and IT Expert (SIE)) will provide technical support for the implementation of the CBIT project, strengthening national capacity to meet Enhanced Transparency Framework (ETF) requirements under the Paris Agreement. The Systems and IT Expert will provide technical coordination and oversight for the design, development, and maintenance of the digital Transparency Management System (TMS), including its national modules and regional integration components. The expert will ensure that the TMS architecture supports efficient data flows for greenhouse gas (GHG) inventories, adaptation, risks and vulnerabilities, and support tracking (finance, technology, and capacity building). The role will focus on system functionality, interoperability with existing national systems, long-term sustainability, and user accessibility.

KEY RESPONSIBILITIES

The Systems and IT Expert will provide technical coordination and oversight for the design, development, and maintenance of the digital Transparency Management System (TMS), including its national modules and regional integration components that will strengthen the country's climate transparency systems and reporting arrangements under the UNFCCC and the Paris Agreement's Enhanced Transparency Framework.

Technical Oversight

- Provide technical support to strengthen climate transparency systems in accordance with the UNFCCC and the Paris Agreement's Enhanced Transparency Framework.
- Coordinate with technical consultants responsible for the design and development of the TMS to ensure alignment with project objectives, user needs, and technical standards.
- Draft detailed Terms of Reference (TORs) for consultants leading the system design, development, and implementation, ensuring clear functional requirements and performance criteria
- Work with national counterparts and thematic experts to define system specifications, user roles, data structures, and workflows to support effective data collection, validation, storage, and reporting.
- Support the integration of national data systems (e.g., sectoral databases, statistical systems, and reporting tools) with the TMS to promote interoperability and minimize duplication.
- Review and provide feedback on software architecture, database design, and user interface proposals prepared by consultants to ensure reliability, scalability, and usability.
- Establish procedures for system administration, data backup, version control, and system maintenance in coordination with consultants and national IT teams.
- Develop system documentation, including maintenance manuals, design summaries, and user guides, to support long-term national ownership and capacity
- Provide training and technical support to national IT staff and focal points on TMS operation, maintenance, and troubleshooting.
- Facilitate coordination between thematic experts (GHG, NDC tracking, adaptation, and FTC support) and the IT development teams to ensure data and workflow consistency across modules.

- Contribute to the design of collaborative regional mechanisms to share technical improvements, lessons learned, and promote data interoperability.
- Advise on infrastructure sustainability, including hardware and software requirements, hosting options, and maintenance arrangements to ensure continuity beyond the project's completion.
- Ensure that all technical outputs are consistent with national priorities, project requirements, and internationally accepted transparency standards.

Stakeholder Coordination and Partnerships

- Coordinate consultations with government ministries, departments, national focal points, technical agencies, civil society organizations, private-sector representatives, and other relevant stakeholders.
- Facilitate stakeholder engagement processes for the preparation and validation technical outputs as appropriate.
- Support national consultations to define institutional roles, responsibilities, reporting arrangements, and coordination mechanisms for the Transparency Management System.
- Build and maintain effective working relationships with national stakeholders, PISLM, the Chief Technical Advisor, regional experts, and project partners.
- Facilitate workshops, technical meetings, validation sessions, sensitisation activities, and capacity-building events.
- Promote national ownership and sustained stakeholder participation in climate transparency and reporting processes.

Financial and Risk Management

- Identify technical, institutional, operational, and stakeholder-related risks that could affect the timely delivery of assigned outputs.
- Recommend practical mitigation measures to address data gaps, institutional constraints, limited technical capacity, stakeholder participation challenges, and coordination risks.
- Support the efficient use of project resources allocated to consultations, technical activities, workshops, and capacity-building interventions.
- Ensure that assigned national activities and deliverables are implemented within the approved scope, timeframe, and available resources.
- Promptly inform the Chief Technical Advisor of emerging risks, delays, resource constraints, or other issues that may affect project implementation.
- Support compliance with applicable PISLM, project, procurement, and administrative procedures when undertaking project activities.

Monitoring, Reporting and Quality Assurance

- Monitor progress against the Expert's approved workplan, deliverables, milestones, and project timelines.

- Support the preparation of national reports, including, improvement plans, roadmap, action plans, workshop reports, and implementation updates.
- Document improvements made to greenhouse gas inventory systems, NDC tracking arrangements, institutional systems, reporting tools, and data flows.
- Review stakeholder inputs, technical data, and supporting documentation to ensure accuracy, consistency, completeness, and reliability.
- Maintain appropriate records of consultations, decisions, validation processes, technical recommendations, and stakeholder feedback.
- Apply quality assurance and quality control procedures to all technical products before submission to the Chief Technical Advisor.
- Incorporate feedback from PISLM, national stakeholders, and project partners into revised and final deliverables.

Supervision and Team Leadership

- Provide technical support to national stakeholders, technical officers, consultants, and other persons contributing to assigned project activities.
- Coordinate the work of relevant national technical teams and working groups involved in climate transparency, data collection, reporting, and institutional strengthening.
- Support the allocation and coordination of tasks among stakeholders contributing to the development of project outputs.
- Promote effective communication, collaboration, accountability, and timely completion of assigned activities.
- Work closely with the Chief Technical Advisor and other project experts to ensure consistency in national project outputs.
- Escalate technical or operational issues requiring management intervention to the Chief Technical Advisor.
- Foster an inclusive, professional, and results-oriented working environment throughout the assignment.

Key Deliverables

- Coordinate with technical consultants to deliver five (5) country specific transparency platform designs and/or functional enhancement designs requirements documents
- Review of country specific platform designs to identify regional standardisation approaches and data flows
- Improved country specific GHG inventory and projections data collection templates and data flows and collaborative regional approaches, where appropriate
- Coordinate with technical consultants to deliver five (5) country GHG inventory capability improvement reports, documenting implemented improvements on GHG inventory and projections compilation methods and tools
- Improved country specific and regional GHG inventory and projections documentation, training material and manuals

- Improved country specific Risks and Vulnerabilities data collection templates and data flows with collaborative regional approaches, where appropriate
- Coordinate with technical consultants to deliver five (5) country Risks and Vulnerabilities improvement reports, documenting implemented improvements on Risks and Vulnerabilities data compilation methods and tools
- Improved country specific Risks and Vulnerabilities data documentation, training material and manuals
- Improved country specific NDC tracking (mitigation and adaptation) data collection templates and data flows, with regional approaches where appropriate
- Coordinate with technical consultants to deliver five (5) country NDC tracking improvement reports, documenting implemented improvements on NDC tracking methods and tools
- Improved country specific and regional NDC tracking (mitigation and adaptation) documentation, training material and manuals.
- Improved country specific FTC Support Tracking data collection templates and data flows with collaborative regional approaches, where appropriate
- Coordinate with technical consultants to deliver five (5) country FTC Support Tracking improvement reports, documenting implemented improvements on FTC support tracking data methods and tools
- Improved country specific FTC Support Tracking documentation, training material and manuals.
- Regional sensitisation and training workshops on UNFCCC and MEA reporting and reporting tools
- Collaborate on regional approaches, where appropriate
- Participate in regional sensitisation and training workshops on UNFCCC and MEA reporting and reporting tools
- Participate at CBIT-GSP workshops

Expected Project Contributions

The successful candidate will support the delivery of country-specific project outputs for the respective country, including:

- A validated Enhanced Transparency Framework compliance improvement plan.
- Technical requirements and recommendations for the development or functional enhancement of the national transparency platform.
- A documented national Transparency Management System, including clearly defined institutional roles, responsibilities, coordination mechanisms, and data flows.
- Implementation support for strengthened national transparency institutional arrangements.
- Improved templates, methodologies, and data flows for greenhouse gas inventories and emissions projections.
- A country-specific greenhouse gas inventory capability improvement report documenting enhancements to compilation methods, tools, and institutional processes.

- Improved systems, templates, and data flows for climate risks and vulnerabilities reporting.
- Improved systems and tools for tracking the mitigation and adaptation components of the respective country's Nationally Determined Contribution.
- A country-specific NDC tracking improvement report documenting enhancements to tracking methods, tools, and reporting arrangements.
- Improved templates and data flows for tracking financial, technology transfer, and capacity-building support received and required.
- Contributions to the design and implementation of national capacity-building programmes.
- A national communication and stakeholder engagement strategy for climate transparency.
- A ten-year national roadmap to guide the respective country's engagement and reporting under the UNFCCC and other Multilateral Environmental Agreements.
- A national action plan to support the use of the Transparency Management System in government planning and decision-making.
- Technical documentation demonstrating the implementation of key recommendations and improvements achieved during the project.
- National sensitisation, consultation, validation, and capacity-building workshops for government agencies and other relevant stakeholders.
- Contributions to regional collaboration, knowledge-sharing, and joint technical approaches among participating Caribbean countries.

REQUIRED QUALIFICATIONS

Applicants should possess:

- An advanced university degree (MSc) in a subject relating to Information Technology, Project Management or another closely related discipline.
- Minimum 7 years' experience in providing IT support, ideally in the field of climate change.
- A minimum of five (5) years of progressively responsible professional experience providing technical support in climate change, transparency systems, Monitoring, Reporting and Verification (MRV), environmental governance, or related fields.
- Strong understanding of the Paris Agreement, Enhanced Transparency Framework, and Multilateral Environmental Agreements.
- Excellent written and spoken English with exceptional report-writing and presentation skills.

DESIRABLE QUALIFICATIONS

Preference will be given to candidates with:

- Experience working within Caribbean Small Island Developing States (SIDS)
- Experience working with UNEP, GEF, UN agencies, national and regional organizations, or international development partners.
- Knowledge of national environmental governance frameworks.
- Experience managing multidisciplinary technical teams.

- Experience facilitating -national stakeholder consultations and capacity-building initiatives.

CORE COMPETENCIES

The successful candidate should demonstrate:

- Strategic Leadership
- Technical Excellence
- Project and Programme Management
- Planning and Organizing
- Financial Accountability
- Partnership Building
- Results Orientation
- Communication and Presentation Skills
- Team Leadership
- Integrity and Professionalism

TERMS OF APPOINTMENT

This position is offered on a project-funded fixed-term contract for the life of the project. Subject to satisfactory performance, continued project funding, and organizational requirements, the contract may be extended beyond the project's official completion date to facilitate the completion of outstanding project activities, reporting obligations, financial closure, and any remaining responsibilities necessary for the successful implementation and close-out of the project.

The successful candidate will be based in their respective country.

Travel may be required.

HOW TO APPLY

Interested applicants should submit:

- A Cover Letter;
- A detailed Curriculum Vitae;
- Contact information for three (3) professional references.

Applications should be submitted electronically to: info@pislmsids.org. *Email Subject Line: Systems and IT Expert* – [Applicant's Full Name]

Only shortlisted applicants will be contacted.

EQUAL OPPORTUNITY EMPLOYER

PISLM is an equal opportunity employer committed to fostering a diverse, inclusive, and respectful workplace. Applications are welcomed from suitably qualified candidates regardless of gender, age, disability, ethnicity, religion, or background. Women and

nationals of Caribbean Small Island Developing States (SIDS) are especially encouraged to apply.

PRIVACY NOTICE

Personal information submitted as part of this recruitment exercise will be used solely for recruitment purposes and will be handled in accordance with PISLM's applicable data protection and records management policies. Information will only be retained for as long as necessary to complete the recruitment process.