

## Position Description

Date: 24 January 2025

Location: Universiti Kebangsaan Malaysia  
Institute for Environment and Development  
Southeast Asia Disaster Prevention Research Initiative

**Position Title: Senior Science Officer, IPCC Working Group III Technical Support Unit  
Intergovernmental Panel on Climate Change (IPCC)**

### OVERVIEW

The Intergovernmental Panel on Climate Change (IPCC) prepares comprehensive and up-to-date assessments of policy-relevant scientific, technical, and socio-economic information needed to further understand the scientific basis of climate change, potential impacts, and options for mitigation and adaptation. Working Group III (WGIII) assesses climate change mitigation. The Technical Support Unit (TSU) provides technical and administrative services in direct support of the elected IPCC WGIII Co-Chairs. For the Seventh Assessment Report (AR7) cycle, the WGIII TSU is distributed – with nodes in Washington, DC, USA; Asheville, NC, USA; and Kuala Lumpur, Malaysia. This position reports to the WGIII Co-Chair based at the Institute for Environment and Development within Universiti Kebangsaan Malaysia (UKM).

### BASIC FUNCTION

The Senior Science Officer (Malaysia) receives direction from the Head of Science and reports to the WGIII Co-Chair based at UKM. The Senior Science Officer provides high-level scientific support to address commitments of IPCC Working Group III – specifically preparing and reviewing the WGIII contribution to the Seventh Assessment Report and the Synthesis Report, as well as the Special Report on Climate Change and Cities. The person is a key member of the TSU science team and brings climate change mitigation subject matter expertise. Typical functions include development of written reports and guidance for assessment authors; meeting objective and agenda planning, content development, and presentation delivery for author meetings; liaising with authors and scientific staff across the working groups; and using advanced knowledge of the science to compile, review, and edit reports.

### KEY RESPONSIBILITIES

- 1) **Science Coordination:** Provides technical assistance to author teams via assigned tasks to further production milestones (drafting, review, approval). Reviews draft materials to verify adherence to plenary-approved outlines and to support clarity and effectiveness of assessment; ensures that assigned draft chapters objectively reflect the latest scientific findings; and helps motivate writing teams (specifically authors from the Global South) to stay on schedule while maintaining the highest scientific integrity. Serves as science point-of-contact for assigned WGIII chapters and other deliverables of the AR7 cycle. Uses expert knowledge of the underlying science and relevant literature to develop innovative ways of improving message and communicating key findings. Assists the WGIII Co-Chairs and Head of Science with the integration of mitigation and adaptation into the AR7 process and coordination with the expert community. Attends international meetings as a representative of IPCC WGIII.
- 2) **Science Management:** Produces materials supporting the assessment process. Generates syntheses of review comments to derive themes that warrant specific volume-wide and cross-working group attention. Provides on-site support for relevant cross-working group summaries approval processes. Serves as TSU science focal point for IPCC-wide glossary development efforts. Serves as the TSU science focal point for shared WGII/WGIII adaptation-mitigation crosswalk responsibilities. Serves as science advisor to recruit and support Chapter Scientists from the Global South, and oversees specific tasks under their purview, e.g., grey literature collection, reference management, copyright, and other tasks. Assists in the development of cross- and intra-working group boxes and Frequently Asked Questions (FAQs).

- 3) **Science Communication:** Plans and implements outreach events in the Global South. Assists the WGIII Co-Chairs with the planning and implementation of stakeholder engagement. Develops and delivers presentations for technical and non-technical audiences. Develops contacts with industry, environmental, and other groups to disseminate information about IPCC. Promotes authorship and engagement and performs other public outreach tasks (primarily in the Global South).
- 4) **Science Production:** Assists with draft preparations and reviews, and with production of final deliverables (both hardcopy and digital compilations).
- 5) **Special Projects:** Undertakes special projects upon request of the TSU Head, Head of Science, and/or the WGIII Co-Chairs. Mentors colleagues at the TSU-Malaysia node.

## PROFESSIONAL SKILLS

- Broad, advanced knowledge of the theory and practice of environmental assessment as applied to climate mitigation science and scenarios.
- Subject matter expert in some domain of climate change mitigation with a broad, advanced level knowledge of public policy issues related to global climate change.
- Familiarity with the climate mitigation community, and the ability to foster new contacts and working relationships.
- Expert in synthesizing and summarizing scientific and/or technical information.
- Advanced writing skills, for both technical and non-technical audiences, and in proofreading and editing technical documents.
- Strong public speaking skills.
- Ability to be an effective advocate of the TSU to the international scientific community.
- Excellent project management, organizational, and interpersonal skills to enhance meeting deadlines under pressure.
- Ability to handle confidential/sensitive information.
- Willingness and ability to travel.
- Proficient in Google Suite, Microsoft Office (especially Excel), and communications tools such as Slack and an array of videoconferencing platforms.

## EDUCATION AND EXPERIENCE

Ph.D. in social or natural science discipline or engineering relevant to climate change mitigation, plus 5 years of experience working with an interdisciplinary research community; or an equivalent combination of education and experience. Prior IPCC experience desired.

## APPLICATION INFORMATION

This is a 3-year term position, renewed annually. Employment is through Universiti Kebangsaan Malaysia (UKM), a national public research university located in Bandar Baru Bangi, Malaysia. This WGIII TSU node is housed in the Southeast Asia Disaster Prevention Research Initiative (SEADPRI) at the Institute for Environment and Development (LESTARI). A remote working arrangement can be accommodated provided the incumbent is available during core working hours for the WGIII Co-Chair based at UKM and for weekly meetings with U.S. TSU nodes. Applicant must be fluent in English.

**To apply, send your CV and motivation letter to <[ipcc-wg3-malaysia@ukm.edu.my](mailto:ipcc-wg3-malaysia@ukm.edu.my)>.** Questions should be sent to the same address. This job posting will be open until **14 March 2025**.