

**PERSON SPECIFICATION**

Job Title:	Programme Officer
Programme:	Business and Biodiversity Programme
Job Reference No:	AD1059
Grade:	D

QUALIFICATIONS / EDUCATION	
Essential: <ul style="list-style-type: none">• A good honours degree in a field related to biodiversity or environmental management (or equivalent qualification)	Desirable: <ul style="list-style-type: none">• PhD in Ecology/ Zoology/Environmental Science /International business or related areas• Postgraduate qualification in Ecology/Zoology/Environmental Science /International business or related areas or equivalent professional experience
EXPERIENCE	
<i>Essential proven experience in the following areas:</i> <ul style="list-style-type: none">• Managing and analysing spatial data using GIS software• Producing high quality outputs such as reports• Delivering training and support to others• Delivering presentations and running workshops and webinars• Managing projects and coordinating activities• Liaising with clients and partners and developing collaborative relationships	<i>Desirable experience in the following areas:</i> <ul style="list-style-type: none">• Environmental Impact Assessments• Working with the extractives or other development sectors• Sensitivity mapping (related to extractives or other major developments)• Working with government institutions and/or oil and gas or mining companies in developing countries• Database development• Developing and implementing analytical methodologies
SKILLS	
<ul style="list-style-type: none">• Data literacy and GIS skills	

- Effective communication and facilitation skills to deliver training and support to a range of audiences
- Good writing skills to write concise and clear reports for a range of technical and non-technical audiences
- Strong project management and organisations skills to effectively coordinate activities and organise events
- Team player with excellent interpersonal and communication skills, including presentation and facilitation capabilities
- Excellent spoken and written English. Other languages (e.g. French, Spanish, Portuguese) desirable.
- Ability to work in a small team and independently in a proactive manner

TYPE OF PERSON REQUIRED

- The successful candidate will be organised, dynamic, responsive, creative and motivated to fulfil projects and to take them to completion.
- They will have the experience and qualifications to help develop a growing area of work to improve biodiversity management of the oil and gas sector through strengthened capacity and access to information.
- They will be proactive in initiating work plans and coordinating with others to establish strong teams to deliver high quality work.
- They will be strong team players with a proven ability to work with other sectors and disciplines.

SPECIAL CIRCUMSTANCES

OTHER RELEVANT INFORMATION

The successful applicant will be based at the UNEP-WCMC offices in Cambridge, UK, but will be required to travel internationally to fulfil the requirements of this position. This is not a United Nations Post.