## PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Programme Officer</th>
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<td>Programme:</td>
<td>Business and Biodiversity Programme; Conserving Land and Seascapes Programme</td>
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<tr>
<td>Job Reference No:</td>
<td>AD1152</td>
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<td>Grade:</td>
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### QUALIFICATIONS / EDUCATION

**Essential:**
- Undergraduate degree in a field related to biodiversity or environmental science / management (or equivalent qualification)
- Postgraduate qualification natural sciences or equivalent professional experience

**Desirable:**
- PhD in natural sciences or related areas

### EXPERIENCE

**Essential proven experience in the following areas:**
- Managing and analysing spatial data using GIS software (e.g. QGIS, ArcGIS)
- Developing and implementing analytical methodologies
- Producing high quality outputs such as reports
- Delivering training and support to others
- Delivering presentations and running workshops and webinars
- Managing complex projects and coordinating activities
- Liaising with clients and partners and developing collaborative relationships

**Desirable experience in the following areas:**
- Working with developing countries
- Working with government institutions
- Spatial planning knowledge/experience, in particular related to the marine environment
- Biodiversity management strategies related to the extractives and other industrial sectors
- Environmental Impact Assessments and Strategic Environmental Assessments
- Database development

### SKILLS
• A good understanding of the impacts of development on biodiversity and ecosystem services, biodiversity management strategies, spatial planning and Impact Assessment processes
• Strong GIS and analytical 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
• Excellent spoken and written English.
• Other languages a distinct advantage, in particular Portuguese
• Good project management and organisations skills to effectively coordinate activities and organise events
• Strong team player with excellent interpersonal and communication skills, including presentation and facilitation capabilities
• Ability to work in a small team and independently in a proactive manner

**TYPE OF PERSON REQUIRED**

• The successful candidate will be dynamic, responsive, creative and motivated and will also possess the scientific background to fulfil the projects and to take them to completion.

• They will have the experience and qualifications to support the Centre to develop a growing area of work on capacity and training related to data management and analysis, and impact assessment and mitigation of the development activities.

• 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.

**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.