# PERSON SPECIFICATION

**Job Title:** Associate Programme Officer  
**Programme:** Climate Change and Biodiversity  
**Job Reference No:** AD1149  
**Grade:** E

## QUALIFICATIONS / EDUCATION

**Essential:**  
Degree in biological sciences, geography, ecology, environmental sciences, economics, social sciences or similar  
**Desirable:**  
Post-graduate degree in any of these areas, or in environmental conservation or policy

## EXPERIENCE

**Essential:**  
- Demonstrated interest and work experience in environment or biodiversity sector  
- Understanding of key biodiversity issues and concepts, especially in relation to climate change and climate policy  
- Demonstrated skills in literature based research and/or synthesis and analysis of data on biodiversity or environmental issues  
- Demonstrated ability to contribute to high quality outputs such as reports and reviews, including through research and review of literature  
**Desirable:**  
- Experience of working as part of a team  
- Experience working with databases  
- Experience of project proposal development and fundraising  
- Fluency in another UN language other than English

## SKILLS

- Strong research skills  
- Strong writing and editing skills  
- Ability to collect and enter data into databases accurately  
- Attention to detail  
- Strong IT skills – ability to use Microsoft office, email  
- Strong organisational and time management skills  
- Flexibility, and ability to multi-task  
- Ability to work in a team and independently  
- Fluency in written and spoken English – other UN languages desirable  
- Ability to work to tight deadlines
<table>
<thead>
<tr>
<th>TYPE OF PERSON REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intelligent, well organized team player, able to work under pressure and on multiple projects.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OTHER RELEVANT INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>The successful applicant will be based at the UNEP-WCMC offices in Cambridge, UK, but may be required to travel internationally, including to developing countries, to fulfil the requirements of this position.</td>
</tr>
</tbody>
</table>