**Job Title:** Programme Officer  
**Job Reference No:** AD1148  
**Programme:** Climate Change and Biodiversity Programme  
**Grade:** Programme Officer (D)  
**Line Manager:** Senior Programme Officer

### Main Purpose of the Job

The person appointed will play a key role in the Climate Change and Biodiversity (CCB) Programme, which currently comprises 14 staff. The Programme aims to provide authoritative information to support decision-making at the intersection of climate change and biodiversity conservation policies. Its work covers the impacts of climate change and related policy on biodiversity and ecosystem services, and the role of biodiversity and ecosystem services in climate change mitigation and adaptation. The main purpose of the job is to implement projects addressing some or all of these issues and to lead one or more small projects.

### Key Areas of Responsibility

- Make substantial contributions to the implementation of projects and other initiatives that support effective decision making on biodiversity and climate change policy, with particular emphasis on: Nature-based Solutions for climate change mitigation (including REDD+) and adaptation (ecosystem-based adaptation) that deliver benefits for biodiversity. This may include:
  - Leading and managing projects; includes developing and implementing effective work plans and monitoring and controlling budgets
  - Convening workshops and/or training sessions, drawing on expert input, and analysing or synthesising data (may include use of Geographic Information Systems) to produce accurate and clearly written publications, reports, web materials and other outputs.
  - Visiting partner countries to work collaboratively with government staff and other stakeholders on joint initiatives and contribute to capacity building
- As appropriate, facilitate transfer of lessons and linkages between existing work areas on mitigation and adaptation.
- Contribute to the development of new CCB projects as above
- Line manage E-grade staff
- Work alongside other colleagues, including experts on REDD+ and adaptation, policy specialists, economists and GIS technicians
- Contribute to the smooth running of the programme by taking part in strategic planning and taking on a limited number of non-project tasks, as needed
Represent UNEP-WCMC to external audiences and partners, including at relevant international Convention meetings, conferences and workshops

**Other Duties**

- Extend own knowledge of scientific and policy issues relevant to the work of the Programme.
- Participate in WCMC planning and management processes
- Undertake any other duties as may be required from time to time commensurate with the level of the post.